

HIGH DEMAND **TOP 10** COURSES

EVENT MANAGEMENT & HOSPITALITY TRAINING

The **Event Management & Hospitality Training** course is designed to prepare trainee for entry level employment in events planning and or meeting management. The content includes the principles and practices of sound public relations, planning and organizing events, meetings, conferences, or conventions, and prepares students for employment opportunities with trade and professional associations, consulting firms, non-profit organizations, and corporations. Integrated throughout this course are career preparation standards, which include basic academic skills, communication, interpersonal skills, problem solving, workplace safety, technology, and employment literacy.

■ Course Objective

This Event Management and Hospitality Training course will help you thrive in the world's fastest-growing industries, broadening your understanding of the sector and giving you the skills to work in a globalized business environment.

■ Course Structure

The course is offered in approximately 16 hours OR in 2-days. Participants will receive a Certificate of Participation upon successful completion of the course.

■ Course Outline

MODULE 01: Introduction to Event Planning

- Event Planning as Profession
- What an Event Planner Does
- Get to know Type of Events (Social Events, Corporate Events, MICES, Special Events, Concerts or Sport Events)

MODULE 02: How to Plan Events?

- Steps to Planning an Event
- Getting Organized as an Event Planner
- Event Preparation
- Marketing and Publicity
- Concept and Event Proposals

MODULE 03: What is Event Management?

- The essential of planning an event
- Human Resources Management
- Safety, Health, Risk Management and Security
- Pre, During and Post Event

MODULE 04: Hospitality and Protocols

- Invitations, Greetings and Dress Code
- Effective Communications
- Etiquettes and Manners
- Leadership Management in Hospitality

■ Who Should Attend?

This course is for trainees who wish to tackle entry level employment in events planning and or meeting management.

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