



Event Co-ordination

1 Full Day

9:00am – 4:00pm



Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enquire online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
- Room & Equipment Hire
- Training Needs Analysis

Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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Last Updated: Nov 11

Duration:

1 Full Day

Who should attend:

This course would be ideal for Administrative support staff who regularly plan and coordinate events.

Topics Covered:

Essential elements overview

Planning timeframes-

- work based scheduling,
- charting milestones,
- working in short time frames

Planning tools-

- developing checklists,
- planning forms
- Templates

Effective communication skills