

## Event planning

Successful event planning starts with possessing good communication skills, being highly organized, and having the ability to follow up with vendors until completion. Preparation before, during, and after is crucial in helping reach your desired objectives.

With our Event Planning workshop, your participants will learn how to anticipate and solve common planning issues for any small event such as informal gatherings, up to complex meetings. Effectively troubleshooting will help insure a happy and enjoyable event.

### Course Outline

- Types of Events
- Brainstorming
- Types of Entertainment
- Support Staff
- Technical Staff
- Vendors
- Finalize the Plan
- Administrative Tasks
- Get Organized
- Post Event Activities

### Who Should Attend

Middle to high level staff such as:

- Coordinators
- Assistants
- Trainers

### Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

### Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Understand the different types of events
- Understand the planning process
- Know how to organize an event
- Understand how to manage and organize the staff effectively
- Know how to tie up loose ends after the event

### Course Duration

The standard duration of this course is 12 contact hours.

### Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

### Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions and case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays

For more information please feel free to contact:

Invita Training Center | P.O. Box 1197 | Manama | Kingdom of Bahrain  
Tel: +973 17 506000 | Fax: +973 15 500202 | info@invita.com.bh