



3-Part Training Series for Event Coordinators & Planners

————— To Help you achieve event success!

DAY ONE - 9am-4pm

INTRODUCTION, OVERVIEW and ADMINISTRATIVE SKILLS

An overview of the National Occupational Standard for the EVC; an assessment of the collective skill base / experience of the participants and an introduction to the instructor.

Learning objectives for today:

- Understanding the various components of the business plan and how they all feed into the event
- Understanding the goals of the event and using them to develop an event agenda
- Developing a critical path in line with the business plan and learning to delegate responsibilities effectively
- Developing an effective reporting and monitoring process and other administrative tasks
- Using budgets as a means of control
- Understanding the importance of financial controls overall
- "What would you do" practical exercises.

DAY TWO - 9am-4pm

EVENT COORDINATION and MARKETING

Learning objectives for today:

- Event planning and production from start to finish with a focus on major areas such as event design and set up, delegate / performer management, security, food and beverage, post-event evaluation, and more
- Understanding the role of marketing and how it ties into the overall planning of the event
- "What would you do" practical exercises

Why Get Training?

MTEC is a leader in training for event planners and other vocations directly related to the tourism industry in Manitoba. With over 20 years of experience, we deliver hard hitting, effective training programs for all levels of people involved in event planning from the business owner, to administrative personnel, to front line event staff.

**What you don't know
CAN mean the success
or failure of your event!**

MTEC

**MANITOBA TOURISM
EDUCATION COUNCIL**

3-Part Training Series

DAY THREE - 9am-4pm

RISK MANAGEMENT and HUMAN RESOURCES

Learning objectives for today:

- Understanding legislation and ensuring your event complies with it
- Understanding and adhering to a risk management plan
- Understanding "who" is at risk
- Developing an effective contingency plan
- Recruiting staff, volunteers; interviewing and selecting applicants
- Training staff and volunteers; providing leadership and motivation
- "What would you do" practical exercises

COMMUNICATION and PROFESSIONALISM

Learning objectives for today:

- Effective communication
- Designing and making presentations
- Understanding the importance of professionalism; exhibiting leadership
- Managing multiple priorities while maintaining professionalism
- "What would you do" practical exercises

Please print and fill out this registration form and fax to: (204) 956-1700. We will contact you for payment processing. OR Call 957-7437 and register by phone.

All courses are held at the MTEC Learning Centre, 75 Scurfield Boulevard, Unit 3 Winnipeg, Manitoba

All topics have been developed in conjunction with the National Occupational Standards and *emerit* workbooks. Wherever possible, real life examples will be incorporated into the topics. There will be time worked into each day for the participants to discuss their own work with the group and the instructor in order to strengthen their own learning and its application to their real life roles.

Registration Form

All manuals and workshop related material are included in the cost of registration.

A **20% discount** will be given to those participants who take the full workshop series if they then choose to register for the *emerit* Event Coordinator Certification.

Name: _____

Company: _____

Phone: _____ Email: _____

Which courses would you like to register for?

_____ Event Planner & Coordinator Training Series (all three sessions)	\$950.00+GST
_____ DAY ONE - Intro, Overview & Administration	\$350.00+GST
_____ DAY TWO - Event Coordination & Marketing	\$350.00+GST
_____ DAY THREE - Risk Management, HR & Communication	\$350.00+GST

*Space is limited in all courses and is offered on a first come first served basis.

www.mtec.mb.ca



These programs are administered by the Manitoba Tourism Education Council (MTEC).