

Volunteer Management Track

An Introduction to Event Management

This module introduces participants to the basics skills and knowledge needed to run a successful event. It also looks at project management tools that will help event coordinators keep track of tasks, manpower and resources needed for an event.

Module Objectives:

By the end of this module, participants will be able to:

1. Demonstrate an in-depth understanding of the key elements and components of events, such as the theme, programme and event design, risk management, stakeholder management and logistics;
2. Devise fresh and interesting ideas to serve the needs and interests of your stakeholders;
3. Plan, implement and evaluate the logistical and manpower needs of events;
4. Identify, evaluate and counter potential event risks.

Topics:

1. The key elements and components of event management
2. Ideation, creation and implementation of ideas
3. Logistics and manpower needs
4. Risk management

Target Audience:

Professionals with 0-3 years' experience in managing events.