**Could I be an Event Organiser?**

Organisation

My particular set of strengths and weaknesses influence how I manage tasks, projects, and teams. On the plus side, I pride myself on being incredibly organised and paying close attention to even the smallest details. This skill enables me to develop and maintain effective systems and procedures that improve productivity, streamline workflow, and reduce errors. I am excellent at establishing precise goals, prioritising tasks, and creating thorough project plans—skills that are crucial in the fast-paced business world. I am also able to manage unforeseen challenges with agility and grace thanks to my capacity for adapting to changing circumstances and maintaining composure under stress.

On the other hand, my propensity for organisation can occasionally result in a perfectionist streak, which could impede innovation and slow down decision-making. I frequently find myself overanalysing particulars, which occasionally results in delays in the completion of projects. Additionally, I have a propensity to become totally absorbed in my work, which guarantees a high degree of precision but can also cause me to overlook more comprehensive strategic aspects of business management. I have been attempting to develop a more balanced strategy that combines my meticulous organisational abilities with a stronger emphasis on delegation, collaboration, and strategic thinking in order to counteract these weaknesses. My organisational style is changing in an effort to support a more flexible and dynamic work environment where both my strengths and weaknesses contribute to overall success.

Planning

My ability to prepare well and frequently have excellent time management abilities is one of my strengths. I am able to manage their time well so that they can study, go to class, finish their homework, and participate in extracurricular activities. To make the most of my free time, I have, for instance, made a daily and weekly calendar that allots particular time slots for each of these tasks.

I'm also quite flexible. I'm flexible enough to change our plans in the event that anything unforeseen comes up. This could be rearranging my schedule, asking a teacher or tutor for assistance when I'm having problems, or looking for other places to study in case my usual spot isn't accessible.

My outstanding ability to identify priorities makes me a great help when planning an event. My capacity to prioritise tasks and allot time, resources, and attention appropriately guarantees that every facet of the event proceeds without hiccups. I can concentrate on important duties like goal setting, making schedules, and resource management because I have a strong sense of priority. These are all necessary for an event to be successful. My ability to manage several facets, such as guest experiences and logistics, ensures that nothing is overlooked and that the event is well-planned and unforgettable for everyone. My success in event planning is largely due to my well-prioritized approach.

My communication skills are definitely one of my limitations, especially when it comes to interacting with strangers. When I'm with new people, I frequently feel reticent and a little bashful. I find it difficult to start conversations or to boldly convey my opinions and ideas because of my shyness. Effective communication is essential while organising an event because it entails collaborating with a variety of providers, participants, and stakeholders. My shyness can be a hindrance in this industry because it sometimes makes it difficult for me to network and establish relationships with new people. But I'm actively attempting to strengthen my communication abilities because I know that in order to succeed in event planning and forge enduring relationships with people, I must overcome this shortcoming.

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But I can also work perfectly with people that I am familiar with and this allows me to work and communicate effectively and allow to communicate ideas with others and effectively work with them to plan for an event and allows me to also familiarize myself with others that are strangers then work on my communication skills and actively work with them and allow me to efficiently plan the event

Preparing and distributing documents

Preparing and Distributing documents is also a weakness for me as I can sometimes get carried away with other things and not have the time to prepare these documents but once I am focused on the task at hand I will efficiently and effectively be able to distribute the documents and prepare them for people to look at and allow them to also effectively plan them once I get the hand for prepping and distributing these documents I think my skill set for preparing and distributing documents will be much better and allow me to be able to do this with ease after getting the hang of it. After this I can work with my peers to accurately and correctly distribute these documents that are needed to plan the event

Investigating current legal requirements

My strongest suit is my ability to conduct thorough study and find current legal knowledge. I also excel at looking into legal requirements. I am proficient in using legal databases, official websites, and scholarly sources to locate pertinent laws and rules. For instance, in order to obtain the information I needed for a class project involving environmental legislation, I would consult academic publications and official websites. Adaptability in the context of legal requirements investigation frequently entails adjusting to modifications in laws and regulations. I am adaptable and keep up with changing legal trends. I keep up with legislative changes and court decisions that have an impact on my field of study. For example, when I applied for a part-time job or work experience, I looked up the minimum wage requirements legally.

My shortcoming is that I don't properly credit my sources, which can result in plagiarism and problems with academic integrity. As I might not correctly credit statutes, court rulings, or legal guidelines when conducting research. I've attempted to get around this by becoming familiar with the particular citation styles—such as APA, MLA, or legal citation styles like Bluebook—that I need for my academic work. When citing legal sources in my assignments, I make an effort to always adhere to these citation rules. I also use Word's document similar check option to determine if my work is similar to other people's work.

Stress management

One of my strongest suit is my flexibility. Being able to change with the times is a key quality. If I run into academic difficulties or goals shift, I might modify my study methods, look for more resources, or consider changing my major or courses, as well as emotional resilience. Similar to mental resilience, I am able to overcome obstacles and effectively handle stress. For instance, when I have a difficult exam coming up, I maintain a cheerful outlook while feeling stressed and, if necessary, I ask for help to get back on track and motivated

Working with numbers

I've always been able to perform basic math calculations, and this ability has come in quite handy for me while I've been a student. For example, I usually take the lead when assigning responsibilities and setting aside time for collective initiatives. I recently completed a statistics lesson where I had to fast compute averages and percentages in order to understand the data and make sense of it. Furthermore, I effectively budgeted and predicted income when organising a fundraising event for our student club. This helped us to establish reasonable fundraising targets and use resources wisely. My ability to perform quick calculations has helped me become a more efficient and resourceful learner by not just making difficult academic tasks easier but also coming in handy in practical situations

I admit that my personal difficulty with algebra has been a big obstacle that could limit my abilities as an event planner. An essential tool for problem-solving and critical thinking, algebra helps develop abilities that are vital in the complex field of event planning. It has many uses outside of the classroom, especially for financial planning, resource allocation, and budgeting chores. I might be at a disadvantage when it comes to estimating revenue, calculating costs, and allocating resources if I don't have a firm grasp of algebraic ideas. Understanding algebraic relationships is also necessary for deciphering graphs, charts, and other data representations that are crucial for effective event planning.

An event organizer's job is incomplete without mathematics, which serves as the basis for careful budgeting, strategic planning, and efficient resource management. Accurately predicting revenues, estimating costs, and calculating budgets all depend on the ability to comprehend and apply mathematical ideas. Strong arithmetic skills are necessary for the financial negotiations, contract evaluations, and vendor agreements that event planners regularly participate in. Furthermore, the optimisation of seating charts, event schedules, and logistical arrangements all depend on mathematical proficiency. Data analysis, including comments and attendee demographics, depends on statistical techniques derived from mathematical concepts. To put it simply, having a strong mathematical foundation gives event planners the analytical and problem-solving skills needed to make sure that every event—from intimate get-togethers to massive productions—is executed flawlessly.

Conclusion

To conclude I personally thing that with the struggles and the positives of what is needed by a event organiser I can work on my weaknesses and be able to improve in the certain aspects that are needed by a event organiser Addressing weaknesses in mathematics and other crucial aspects of event organizing involves a deliberate and focused effort to improve specific skills. For mathematical shortcomings, dedicating time to comprehensive review and practice, perhaps through online resources, tutorials, or working with a tutor, can help build a more solid foundation. Breaking down complex mathematical problems into smaller, manageable steps and applying them to real-life event scenarios can enhance practical understanding. Additionally, actively seeking out opportunities for practical application in budgeting, financial planning, and resource allocation during internships or volunteer positions can provide hands-on experience. To strengthen organizational skills, setting up a systematic approach to event planning with detailed checklists and timelines can help mitigate any organizational challenges. Seeking mentorship or guidance from experienced event organizers can offer valuable insights and strategies for overcoming specific weaknesses. Consistent self-assessment and a commitment to continuous learning will contribute significantly to personal and professional growth in the field of event organizing My strong IT skills serve as a robust foundation for my aspirations as an event organizer. Proficiency in technology allows me to streamline various facets of event planning, from efficient data management to creating digital invitations. Utilizing event management software enhances coordination and ensures seamless execution. The ability to leverage social media platforms and online tools is invaluable for effective communication and audience engagement. These technological strengths not only contribute to promotional efforts but also provide solutions for budgeting, financial tracking, and resource allocation, offsetting weaknesses in areas like mathematics. Coupled with organizational and interpersonal skills, my IT proficiency creates a well-rounded skill set that positions me to navigate the complexities of event organizing successfully. Recognizing and actively honing these strengths while seeking opportunities to apply them in real-world scenarios will undoubtedly contribute to my competence and effectiveness as an event organizer. In conclusion, while acknowledging my weaknesses, particularly in areas like mathematics, it is evident that my strengths, especially in IT and organizational skills, create a solid foundation for success as an event organizer. The ability to leverage technology for streamlined communication, efficient planning, and creative promotional efforts can significantly outweigh challenges in other domains. By actively addressing and improving upon my weaknesses through targeted efforts, I am confident in my capacity to plan and execute successful business-related events. A commitment to continuous learning, coupled with a strategic approach to skill development, positions me to navigate the intricacies of event organizing and deliver impactful experiences for clients and attendees alike. Through a holistic blend of strengths and a proactive attitude towards improvement, I am poised to excel in the dynamic and demanding landscape of business event planning.

References

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