**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.

Communication

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.

But I can also work perfectly with people that I am familiar with and this allows me to work and communicate effectively and

Preparing and distributing documents

Explain your strengths in terms of preparing and distributing documents, give an example of how you have you done this.

Explain your weaknesses in terms of preparing and distributing documents, how have you tried to overcome this.

Justify why you think this skill will be suitable for that of an events planner, provide an example and relate it to how this will help you in planning an event.

Investigating current legal requirements

Explain your strengths in terms of investigating current legal requirements, give an example of how you have you done this.

Explain your weaknesses in terms of investigating current legal requirements, how have you tried to overcome this.

Justify why you think this skill will be suitable for that of an events planner, provide an example and relate it to how this will help you in planning an event.

Stress management

Explain your strengths in terms of stress management, give an example of how you have you done this.

Explain your weaknesses in terms of stress management, how have you tried to overcome this.

Justify why you think this skill will be suitable for that of an events planner, provide an example and relate it to how this will help you in planning an event.

Working with numbers

Explain your strengths in terms of working with numbers, give an example of how you have you done this.

Explain your weaknesses in terms of working with numbers, how have you tried to overcome this.

Justify why you think this skill will be suitable for that of an events planner, provide an example and relate it to how this will help you in planning an event.

Conclusion

Explain the most important skill you have that will help you in planning an event. This is D1 section so should be at least 1 page long. Give specific examples of why this is the most important skill needed.

References

Dorian (2022). Why are Communication Skills Critical in Event Management? [online] StreetPR. Available at: <https://streetpr.co.uk/why-are-communication-skills-critical-in-event-management/#:~:text=When%20an%20event%20is%20organised> [Accessed 8 Nov. 2023].