

Event Planning & Management

21 June 2024 | 10 AM - 4 PM |

Venue: Daisy Room, Level 2, Le Quadri Hotel KL

Overview

Our one-day Event Planning and Management Workshop is designed to empower participants with the skills needed to master event management. The workshop covers essential topics such as defining event goals, creating and managing budgets, and developing detailed timelines.

Participants will learn how to choose appropriate venues, handle vendor relations, and coordinate event logistics. The importance of clear and effective communication is emphasized, ensuring all team members and stakeholders are on the same page. The workshop includes interactive sessions and practical exercises, providing participants with hands-on experience in solving common event management challenges.

By the end of the workshop, attendees will have the confidence and knowledge to plan and execute successful events, enhancing their event management capabilities.



**Jonathan R
Rowland**

Program Objectives



Develop Comprehensive Event Planning Skills

Equip participants with essential knowledge and techniques to define event objectives, manage budgets, and create detailed timelines for successful event execution.



Enhance Communication and Coordination Abilities

Improve participants' ability to ensure effective communication among team members and stakeholders.



Provide Practical Experience in Event Management

Offer hands-on activities and scenarios to address challenges confidently and efficiently.

For more information, kindly contact Ridhwan from GHR (Ext 2417) and submit TRF to muhammadridhwan@ucsigroup.com.my