Event Management Award

Priceless for anyone involved in organising events, the training within this award brings together all the elements you need to produce memorable, stress-free, successful events.

PITMAN
T R A I N I N G

A more condensed version of the longer diploma, the Event Management Award will help you gain an increased confidence in planning and running events. Great for Event Managers, charity fundraisers, business owners and many more roles, you'll find this award provides many skills that can be used throughout your career.

Event organising is a very sought after role, whether in its own right or within a wider job spec. But it's not as easy as it may first appear – and the secret is being ultra organised.

It's a skill juggling multiple tasks, co-ordinating large groups of people, marketing for maximum success, and taking care of all the little details which others would forget. Have a clear plan and follow a tried and tested process and you'll revel in the challenge.

What the award provides you with:

Taking you through practical steps to ensure your event success, you'll learn skills in:

• Project management - planning and executing successful events
• Organising activities with clear schedules
• Communicating effectively to get the best from your team
• Marketing your events to gain maximum attendance
• Business use of Microsoft systems, using IT to be more efficient and productive

You can also choose to brush up your design skills to help create marketing literature, improve your speedwriting for faster note taking or develop your project management skills as a whole.

What will you get in return?

After your practical training, you'll find an increased confidence in planning and running events, and much of the stress will be reduced as you feel more in control. You'll have a formula to use for any events you run in this job, and in your future career. Nationally recognised by employers it also looks great on your CV.

Aims and Objectives

This course is designed to give you the key skills required to be able to plan, set-up and oversee events.

Pre-Requisites

There are no specific pre-requisites required to study this award.

Career Path

There are many roles that would benefit from event management training, a PA for example could be asked to organise conferences or events as part of their role. With this award on your CV it could lead to a more specialised career in events management such as Event Manager or Project Manager.

CPD Points 50
(Awarded CPD points upon successful completion).

....

Courses Included

Event Management Essentials
Learn some tricks of the trade and really get to grips with event project management to ensure your events are always ones people are talking about for all the right reasons

Social Media Strategy for Business
This course will help you formulate the right strategy for your business to effectively market to your target audience.

Project Management Fundamentals
Our Microsoft Word course is designed to provide you with the essential skills you will need to be proficient in Word, in a work environment, in as short a time as possible.

Social Media
Choose one from the following:

• **Facebook for Business**
• **Introduction to Google Website Tools**
• **LinkedIn for Business**
• **Video for Business**

• **Blogging for Business**
• **SEO for Business**
• **Twitter for Business**
• **Pinterest for Business**
• **Instagram for Business**

....

To discuss your current skills and aspirations call now:

020 7256 6668

www.pitmanlondon.co.uk
Salisbury House   London Wall   London   EC2M 5QQ

Guideline Learning Time
50 hours flexi study or 2 weeks full-time
(Full-time based on approx 20-30 hours a week)