

CERTIFICATE IN EVENT MANAGEMENT

PART-TIME VIRTUAL COURSE SHORT COURSE IN LONDON

The Certificate Programme is an intensive foundation course aimed at providing the skills and knowledge needed to plan events from start to finish. It's ideal for those looking to ensure they are applying industry standards and practices and maximising their event planning effectiveness.

BOOK ONLINE NOW!

www.eventschool.london

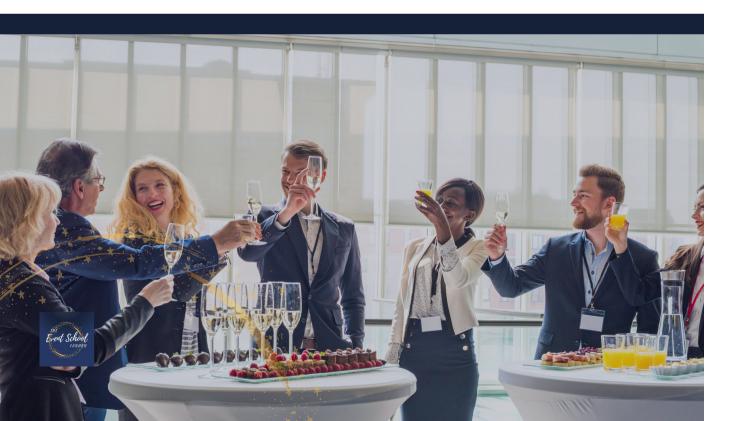
COURSE SUMMARY

Choose Event Management for a career where no two days are the same. If you love organising people and logistics, have good planning skills, excel at problem solving and love variety and creativity in your work, then a career in event management is ideal for you.

Our Certificate Course provides the knowledge you need to plan and deliver an event from start to finish and kick-start your career in events. Our comprehensive introduction to event planning.

Learn how to plan events from start to finish.

Equipping you for a career in events



STUDY OPTIONS

LIVE ONLINE CLASSES

Morning Classes
Afternoon Classes
Evening Classes
Accelerated Course

LONDON COURSES

5-Day Short Course

QUALIFICATION

Certificate in Event Management

Awarded by The Event School London

CPD Certified

ANY QUESTIONS?

Contact us with any queries Email: info@eventschool.london Office: +44 (0) 203 239 0950

WhatsApp: +44 (0) 7305 309 950

THE EVENT INDUSTRY

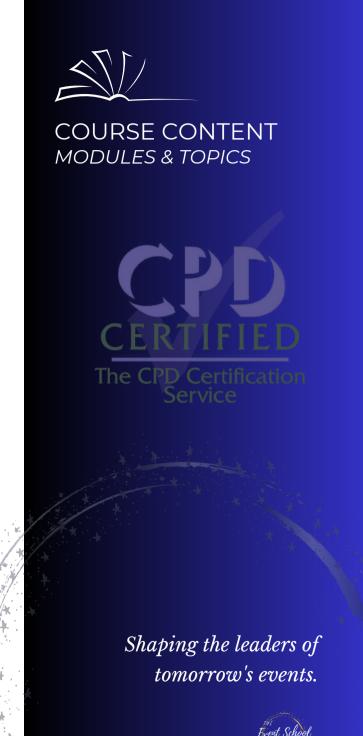
- The role of an event manager
- Working conditions and work ethics
- · Aptitude for event planning
- Developing and updating event industry knowledge and skills
- · Event associations and organisations
- Finding and progressing in event management careers
- Event industry trends

EVENT LEGALITIES, WHS AND RISK ASSESSMENT

- Identifying & understand legalities and permissions
- Health and safety considerations
- Contingency planning for events
- · Preparing risk assessments for events

VENUES AND LOCATIONS

- · Conducting venue research
- Securing venues and locations
- Attending venue viewings
- Hall and room set up options



COORDINATING EVENT SERVICES AND SUPPLIERS

- Identified required resources
- Types of event suppliers
- Working with checklists
- Sourcing and selecting suppliers
- Coordinating and monitoring supplier activities
- Basics of contracting

EVENT COORDINATION AND PLANNING

- · Setting event dates
- · Creating event timelines
- Developing Itineraries
- Event project management systems
- · Developing and managing budgets
- Event managers responsibilities during:
 - · Event build-up
 - Event delivery your role "on-the-day"
 - Event break-down
 - Post event activities

Our courses encourage excellence from a strong foundation of industry knowledge and expertise.





EVENT EVALUATION

- Measuring event success
- Capturing customer satisfaction

VIRTUAL ONLINE EVENTS & EVENT TECHNOLOGY

Virtual Online Events

- · Planning online virtual events
- Promoting online events
- Delivering online events

Event Technology

- Event management software & platforms
- Technology for event delivery

RELATIONSHIP MANAGEMENT

- Working with clients
- Effective communication

INTRODUCTION TO EVENT SUSTAINABILITY

- What is event sustainability?
- Building a sustainable event policy
- Trends in event sustainability



IDEAL FOR LEARNERS WHO

Prefer live teaching in face-toface or virtual teaching environments

Want the opportunity for interaction and discussion.

Will benefit from personalised guidance and mentoring from our event industry specialist trainers.

Appreciate the ability to ask questions and receive answers during real-time classes.





Who should do this course!

THIS LEVEL COURSE IS IDEAL FOR THOSE WHO

Require the foundation skills needed to enter and/or progress in the event industry.

Are looking for career change and want to build on existing transferable skills.

Want to explore the role of an event manager and understand the opportunities that exist in the event industry

Would like to gain a range of event planning skills to broaden their opportunities.

Wish to add British certification to their resume or portfolio.



LONDON COURSE



Face-to-face teaching



Assessment - Event Planning Research Project



Small class sizes



Closest Station Custom House on the Elizabeth Line



Venues on the ExCel London campus



Need Accommodation? On-site hotels to suit a range of budgets.



£1,350

*COURSE FEES

Fees include registration, tuition, assessment and certification.

*Dates, fees, content and inclusions are subject to change. Please check our website for the most up to date information





5 Days Monday to Friday



10.00am-4.00pm



Each February, July and November

With so much time now spent online, many of our participants prefer an 'in-real life' learning experience.







LONDON COURSE HIGHLIGHTS

EVENT INDUSTRY ENVIRONMENT

Our host training venues are located on the ExCeL London campus. Venues include CentreEd at ExCeL and quality conference and meeting facilities at ExCeL's on-site hotels. E.g. Novotel ExCeL, Aloft ExCeL and Good Hotel



SITE TOURS

Our London courses include site tours to prominent event venues and London's event scene becomes our extended campus. Past site visits included:

- Tower Bridge Events
- Spencer House
- · Caledonian Club
- Ritz London, Savoy & Claridges
- ExCeL London
- Cutty Sark & Queens House
- Sunborn Yacht Hotel
- The Orangery Kensington Palace
- London Stadium
- Wembley
- Wimbledon
- The Crystal Eco-Venue
- Sheraton Grand Park Lane



A LEADING DESTINATION FOR EVENTS

Study in one of the world's most famous cities. London is renowned for staging amazing commercial, cultural, trade and consumer events including the London 2012 Olympics, World Travel Market, ComicCon, Hyde Park Christmas Fair, Taste London, Lumiere London, CONFEX and FormulaE.

Contact us with any questions or queries about learning in London



We understand people with busy schedules still value learning with a 'live' expert.

That's why we offer a virtual, 'LIVE ONLINE' study option.

Plan around your schedule with a choice of either Morning,
Afternoon or Evening 'live' classes.

*Dates, fees, content and inclusions are subject to change. Please check our website for the most up to date information

ONLINE COURSES



1 class p/wk for 8 wks or 2 classes p/wk for 4 wks



Morning, afternoon or evening classes



Taught live by our industry specialists



Assessment - Event
Planning Research Project



Maximum 8 participants

£875

*COURSE FEES

In Virtual Classrooms



Regular Start Dates



Amongst the Highest Completion Rates for Online Training



Session options to suit a range of work patterns or time zones



Join our Alumni
Group for industry
updates,
volunteering
options, work
experience and job
alerts



Interactive and engaging delivery

ONLINE COURSE HIGHLIGHTS

With our live-classes, delivered through video-conferencing, connect and interact with your course trainer and classmates from all around the globe, creating a vibrant and dynamic learning community.

ONLINE LEARNING WITH LIVE EXPERTS

Our virtual online courses provide the opportunity to work with experienced trainers who can guide and advise you on achieving your professional goals.



BENEFITS OF LIVE

- Live Online Classes
- Taught by Industry Specialists
- Taught in real-time so you can participate in live Q&As and discussions
- Small class sizes mean you won't become lost in a sea of onscreen faces!
- The same Content and Certification as our London courses
- Industry speakers add different perspectives and build your network

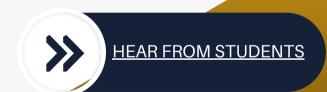
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TESTIMONIALS

Our student feedback is consistently "excellent"!

For our London courses, that's down to the insights gained on site tours and the calibre of our Course Lecturers, who work hard to make their London classroom environments engaging and interactive.

Our Virtual Courses also receive excellent feedback. Many participants tell us that due to the activities and dynamism of live classes, and being able to interact with classmates and teachers, they felt just like they were in "real" classrooms and loved their virtual experience.





"I think our teacher Nick is excellent and has passed on a lot of knowledge to us. Positive experience with professional people from the event industry. Learning and working with a nicely proven time in London."

Luka, Croatia

"Karla was amazing in supporting me and focusing in the points that I need to reinforce. She shared with me a lot of ideas and proposals. By doing live classes, we are more committed to the course, sharing the experience with the trainer and having interaction!"

Hadia, Qatar

James was a fantastic Facilitator. He interacted with us as a group and gave everyone a chance to talk and provide their view. And the quality of the specialist speakers was excellent. It has been the experience of a lifetime.

Megan, Australia

"Vicki is an excellent trainer and really understands how people learn. She adapts her course content to the delegates which is great"

Linda, UK



PAYMENT PLANS

Visit our <u>Payment Plan</u> page to learn about payment plan option for part-time courses



ELIGIBLE UK RESIDENTS

Eligible UK residents may be able to spread the cost of their certificate course fees over up to 6 months.

Check your eligibility and find out more.









Nearest station: Custom House on the Elizabeth Line or DLR

10 minutes by taxi from
London City Airport or 43
minutes by train from
Heathrow

Parking available on site at a daily fee

How to Get to ExCeL

VENUES

We use a selection of venues on the ExCeL London campus, one of Europe's premiere event destinations.

Location: ExCeL London, Royal Victoria Dock, London E16 1XL



ACCOMMODATION

MELLENIE

Accommodation is available in a range of on-site hotels

Accommodation arrangements are the responsibility of course participants

Find accommodation in London

THE EVENT SCHOOL LONDON ON YOUTUBE

Why not check out our YouTube Channel where you can find the latest news, interviews with Industry Experts, our Team and our Graduates and glimpses of life with us behind-the-scenes.



Site Tours bring Theory to Life on The Event School London's ... Share Our London Stuuents Love Site Tours!

GALLERY

We love creating relevant, contemporary, interactive learning and life experiences...both in London and in our Virtual Classrooms. And we love sharing them with you in our galleries.

This is life with students from as close as London, to as far away as Europe, Australia, Africa, Egypt, Brazil, Turkey, Saudi Arabia, India, Bahrain, Canada, Qatar, Puerto Rico, the UAE and The Philippines!







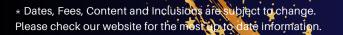












Book now using the links below or contact us via email/telephone to find out more and secure your place.

Get started today

CERTIFICATE IN EVENT MANAGEMENT

LIVE ONLINE CLASSES



LONDON CLASSES











