

Essential Admin Skills Training for Event Managers in Education Sector

18 – 22 October 2027
Jakarta

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Ref: 36160_9481 **Date:** 18 – 22 October 2027 **Location:** Jakarta **Fees:** 5700 Euro

Admin Skills for Event Managers Overview:

Admin Skills for Event Managers Working in the Education Sector is a comprehensive course designed to provide the essential admin skills training, event manager training, and project management education/training. The uniqueness of this course lies in its focus on the education management training field, encompassing specialized skills necessary for event managers. Including an event planner course, event manager skills development, and training in event management, the course bridges the gap between event management training and education management. It offers an all-encompassing event management training program, making it the go-to course for anyone aiming to excel in this industry.

Target Audience:

- Event Managers
- Event Planners
- Educational Administrators
- Education Sector Project Managers These professionals will benefit from event manager course, admin skills training, and event management training courses, enhancing their career growth and fulfilling skill gaps in areas like skills of event manager and skills for event manager.

Targeted Organizational Departments:

- Event Planning Department
- Educational Administration Department
- Project Management Department With a strong focus on event manager skills, event management training, and admin skills training, these departments will significantly benefit from the course.

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Targeted Industries:

- Education Sector
- Event Management Companies
- Professional Training Institutions Considering the rise in demands for specialized skills event manager, skills for event manager, and event planner course, these industries stand to gain the most.

Course Offerings:

- Comprehensive Event Manager Training
- Admin Skills Development
- Event Planner Course & Certification
- Specialized Education Management Training Participants will learn through project management education/training, event management training courses, and an all-rounded event management training program.

Training Methodology:

Admin Skills for Event Managers Working in the Education Sector employs a hands-on training approach. Participants engage in group work, interactive sessions, event management training, event manager skills workshops, and feedback sessions. Real-world case studies that incorporate admin skills training, event planner course, and project management education/training will be used to provide practical insights. The blend of traditional and modern methods ensures the acquisition of skills for event manager, event management training course, and overall mastery in the field.

Course Toolbox:

- Workbook for Admin Skills Training
- Online Resources for Event Manager Course
- Templates for Event Planner Course
- Checklists for Project Management Education/Training This toolbox focuses on providing everything needed for event manager skills, training event management, and training in event management.

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Course Agenda:

Day 1: Foundations of Event Management & Corporate Image

• Topic 1: Introduction to event manager training and the importance of corporate image and publicity.

• Topic 2: Overview of event management training courses, focusing on prioritizing audience and stakeholders mapping.

• Topic 3: Basics of scheduling skills and organizing skills within event management.

• Reflection & Review: Summarizing the event management training program and corporate image strategies.

Day 2: Advanced Planning & Financial Skills

• Topic 1: In-depth look at manpower planning skills and budgeting skills.

• Topic 2: Media planning essentials in education sector event management.

• Topic 3: Protocols and etiquette skills for effective event planning.

• Reflection & Review: Exploration of event manager skills in financial planning and protocols.

Day 3: Creativity & Entertainment in Education Events

• Topic 1: Building entertainment skills and education and creativity events.

• Topic 2: Strategies for events to encourage lateral thinking and the Scamper Approach for creativity.

• Topic 3: Integration of artificial intelligence in educational events.

• Reflection & Review: Reflecting on the day's learnings and the role of creativity in event management.

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Day 4: Safety, Sustainability & Technology Integration

• Topic 1: Overview of HSSE Health, Safety, Security, and Environment in educational events.

• Topic 2: Sustainability and educational events: Best Practices.

• Topic 3: Leveraging technology in event planning, including AI-driven approaches.

• Reflection & Review: Discussion on event management training program with a focus on safety and sustainability.

Day 5: Finalizing Skills & Innovative Approaches

• Topic 1: Final review of all the learned skills including organizing skills, manpower planning skills, and entertainment skills.

• Topic 2: Assessment of advanced concepts like artificial intelligence and educational events.

• Topic 3: Future trends in event planning, such as virtual and hybrid events Suggested Topic.

• Reflection & Review: Concluding the course with a wrap-up of the entire event management training course and a reflection on innovative approaches.

How This Course is Different from Other Event Managenement Courses:

Admin Skills for Event Managers Working in the Education Sector stands out due to its tailored approach to the education industry. Combining event manager training, event planner course, and specialized education management training, it delivers a unique blend of skills and knowledge. The course emphasizes practical admin skills training, hands-on event management training, and personalized event management training program. It's not just another event management training course but a comprehensive platform to build a promising career.