

## EVENT ASSISTANT COURSE - CPD ACCREDITED

### EVENT ASSISTANT COURSE OBJECTIVES

- To develop a comprehensive set of Event Assistant skills
- To prepare for successful careers as Event Assistants
- Increase confidence and efficiency in Event Assistant Jobs
- Improve job options with an Accredited Qualification

The CPD Standards Office

CPD PROVIDER: 21228  
2015 - 2017  
[www.cpdstandards.com](http://www.cpdstandards.com)



### COURSE FORMAT

This is a 2 day classroom format workshop, with a high level of interactive and practical exercises to create confidence when applying in the workplace. We have a team of experienced Event Management and Administration trainers, who have extensive practical experience in their fields of expertise.

### DATES AND DURATION

The course will be held in our centre from 10:30 to 16:30 in a two day workshop. Group bookings and bespoke courses are available also at client locations on request.

Please refer to the [schedule](#) for start dates.

### WHO IS IT FOR?

- This course is ideal for people looking to get a career as an Event Assistant
- It is ideal for those working as an Event Assistant, who are looking to gain formalised training and a qualification to increase their confidence and effectiveness in their roles



## COURSE CONTENT

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### Day 1 – AN INTRODUCTION TO EVENTS

- What is an Event?
- What skills are required to be a success in Events
- Planning your Events
- Creating a preliminary brief for approval
- Getting the best guests, deals and venues
- Working with an event team
- Schedule
- Budgets
- Health and Safety, risk assessment and insurance
- Understanding the audience
- Create an appropriate atmosphere
- Publicity and promotion, including PR, Internet and Social Media
- Client care and how to act on the day

### Day 2 – Practical skills for a Event Assistant

- Practical exercises in preparation of an Event
- Creating a preliminary brief for approval
- Researching venues
- Comparative Analysis of Venue options
- Risk Management Exercises
- Creating Planning Documentation
- Presenting Event Brief and Initiation Documents to clients / managers
- Excel and PowerPoint Tips for Event Management and Assistants

## BENEFITS

- CPD Accredited Certification upon successful completion of the course
- Gain an Accredited Qualification to develop your career
- Greater job options and understanding of how to develop careers in future
- Delegates will develop knowledge how to perform highly as an Event Assistant
- Increased confidence and ability to work efficiently in Events