

# Introduction to Organising a Business Event



Course Level: Level 1

Campus: Newcastle

## Course Overview:

Gain a practical introduction to planning and organising business events with this short course for adult learners. From initial planning and budgeting to coordinating logistics and managing attendees, this course is ideal for beginners or those looking to develop event management skills. The short course equips learners with the confidence to support successful business events in a professional setting.

## What's Covered:

During this 20 hour course you will be provided with a practical foundation in organising business events. The course will cover:

- Understanding the role of an event organiser
- Planning and preparing for business events, including setting objectives
- Budgeting and managing costs effectively
- Selecting and managing venues, suppliers, and equipment
- Coordinating schedules, activities, and logistics
- Communicating with attendees and managing registrations
- Risk assessment and health & safety considerations
- Evaluating the success of an event and gathering feedback

By the end of the course, learners will have the knowledge and confidence to support or organise business events successfully.

## Entry Requirements:

There are no formal entry requirements for this course. It is suitable for beginners or anyone interested in developing skills in event planning and organisation. Learners should have a willingness to learn and an interest in coordinating business events.

## Assessment Information:

There are no formal assessments, just supportive learning and activities in class. You will work through an individual learning plan and receive regular feedback from your tutor.

## Fees and Financial Support:

This course is FREE to adult learners aged 19+.

## Progression:

After this course, you may choose to:

- Progress to a Essentials Digital or ICT (Computing) course
- Join our TQUK level 2 Certificate in Event Planning course to help you pursue your future career

Study English or Maths course to build your Literacy or numeracy skills and gain a qualification

## What else do I need to know?

Please note that courses run subject to minimum viable class sizes.

All materials will be provided and there will be real life practical activities for you to complete.

Our daytime classes take place in welcoming community venues close to the college, offering a convenient and supportive learning environment. You'll have the opportunity to meet like-minded adults who are also looking to develop their skills, achieve their ambitions, and take the next steps in their careers.

## How do I find out more?

For further information, please contact our Adult Education Team on 01782 254211 or email [adult.education@nscg.ac.uk](mailto:adult.education@nscg.ac.uk).