Weetwood Hall Conference Centre & Hotel

LEEDS

Event Management

NEWTRICKS
ADVANCED BUSINESS TRAINING

Course Aim

Learn to organise small and large scale events that run to schedule. The day will provide practical tools for controlling the various elements of an event and ensure all contributors provide you with what you need on time and to quality!

Topics covered

- Defining the event
- Putting a plan together
- Useful control tools
- Expect the unexpected – avoidance and contingency planning
- Getting the best deal from suppliers
- Evaluating success

Course Duration

1 day

Maximum number of delegates

Minimum numbers 4, maximum numbers 15

Cost

£150 per person including:

- Trainer
- Training materials
- Unlimited tea and coffee
- Energising snacks
- 2 course hot and cold buffet lunch
- All prices exclude VAT

If accommodation is required bed and breakfast will be charged at £75.00 per room based on single occupancy.

How to book

Contact our events office on sales@weetwood.co.uk or telephone 0113 230 6000. Weetwood Hall terms and conditions will apply to all bookings.