

## **UNIT 8: ORGANISING SKILLS**

### **Objectives**

At the end of the lesson, you should be able to:

- 1) Organise an event effectively

### **Learning outcomes**

In this unit, students will understand and able to organise event.

### **Notes**

- 1) Scheduling the event

Twelve weeks can normally be considered an adequate lead time for events. Prior to the 12 week countdown you have to:

- ❖ Set the budget
- ❖ Researched and booked the venue
- ❖ Decided on the content of your programme
- ❖ Booked the speakers or performers
- ❖ Ready to email the programme

\* Use time plan

### **Required Reading**

Pauline Appleby. (2001). **Organising a Conference**. Golden Books Centre Sdn. Bhd.: Kuala Lumpur, Pg. 48-49

### **Exercise**

- 1) True or False statements regarding organising skills
- 2) Students need to prepare event checklist
- 3) Students need to organise an event