

LECTURE : 5

TOPIC : Produce a report to the specified criteria.

AIM : To familiarise the student in organising a meeting, conference or event.

LEARNING OUTCOMES :

After completing this chapter you should be able to understand:

- 1. How to organise a meeting, conference or event.**
- 2. The skills required in organising any event.**

TOPIC OUTLINE:

5.1 Organise a meeting, conference or event.

5.2 Produce and individual written report.

NOTES:

5.1 Organise a meeting, conference or event.

To inform students to organise a meeting, conference or event

5.2 Produce an individual written report.

Each student need to submit their written report (assignment) regarding the preparation in organising a meeting, conference or event.