

Introduction to Event Planning



6-week course in which you will plan and organise a real event!

- Learn skills associated with event planning
- How to market an event and create publicity using a computer
- Develop effective communication skills
- Ways to organise your time and prioritise tasks
- Organise a real event that will take place in the last session, giving you hands-on practical experience for your CV

Where:	The Meeting Room, Yate Library, BS37 4AX
How long:	6 weeks
Dates & Times:	15th May to 26th June – 9:30am to 11:30am
Other Info:	The Introduction course is free for all learners 19+ years* <i>* For adults aged 19+ with few or no qualifications</i>

For more information please contact Saph Gordon or Wendy Barnett on 01454 864613 or email community.learning@southglos.gov.uk