

Title:

Do You Have The Right People To Organize Your Event

Word Count:

851

Summary:

Jenny Jones would never have considered she had any skill when it comes to running seminars. S

Keywords:

online booking, event management, booking manager, booking, registration

Article Body:

Jenny Jones would never have considered she had any skill when it comes to running seminars. S

Almost before doing anything else, she recognized that, as the event organizer she should draw

You'll note that Jenny did not produce a list of names. That can be an easy trap to fall into,

If yours is a small organization, like the one Jenny worked in, and you don't have the luxury

Here are a few examples of people specifications:

Presenter : Good communicator, good impact and influence, technically knowledgeable, acceptabl

Course Administrator : Confident, excellent customer focus, good planning and organizing, good

Booking Administrator : Good information gatherer, good organizer, excellent customer focus, g

Supplier Co-ordinator : Good planning and organizing, good influencing, good directiveness, go

Jenny chose what she believed to be the five most important characteristics in each job and ch

Selecting and briefing the event team

If yours is a large organization, you may want to advertise formally to ensure that you get th

The tougher your selection process is, the easier it is for rejected candidates to accept your

Always insist on evidence of your candidate's skills and competencies. As a rule of thumb, the

If, like Jenny, you are unable to fill key roles from inside the organization, there are many

Arrange a time when you can get your team together to talk through the purpose of the event. F

Brief job descriptions would not be out of place here as they will define boundaries of respon

* Scope

* Key Responsibilities

* Measures of Success

Not only will this give you a good idea of their understanding, it provides you with a motivat

Jenny Jones used this approach; put together a highly skilled team to deliver her company semi

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