

EMP - Event Management Professional Training Program



This highly specialized and concentrated Program is ideally suited to following individuals who are:

- **Fresh University Graduates and like to pursue a career in Event Management**
- **Already working professional who are looking a better Event Management Skills.**
- **Managers who are looking to pursue their career in Event Management domain.**

Program is offered by: 3D Educators – Trainers & Consultants

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Program Details

INAUGURATION

The Training Program will be inaugurated by a senior member of 3DEducators

PROGRAM STRUCTURE

Number of classes in a week	One Class Per Week
Duration of each class	4-Hour
Total Duration	24 Hours

OTHER LEARNING ACTIVITIES

Classroom Assignments	4
Presentations by Trainees	1

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PROGRAM TOPICS AND TIME ALLOCATION

The participants will cover the following syllabus:

Event Management

ABOUT THE PROGRAM DESIGNER & INSTRUCTOR

This Training Program has been designed and will be conducted by Senior most Event managers & Project Managers, who have extensive experience of Event & Project Management. They have worked with various large commercial industries and for different departments. They also served foreign, International and Local organization too.

The Trainers who are conducting this program are have on the position of the following:

- ✓ Senior Country Head – Multinationals Companies
- ✓ Director Information Technology
- ✓ Corporate Trainers & Consultants

They trainers are foreign qualified and having the degrees of PhD, MS(Technology Management), M.Sc. (Applied Physics) and Certification of MCSE, MCDBA, CISA, CISSP and PMP Certification by PMI (USA)

As Consultant & Senior Trainers, the team of trainers from banking side we at **3D Educators – Trainers & Consultants** would not compromise on the faculty quality, where the trainers who are also provide training for different service local and multinational industries or companies.

Program Syllabus

EVENT MANAGEMENT TRAINING

Day 1

- Introduction to Event Management
- The Event Management context
- Event & Project Management knowledge areas
- Event & Project Initiation Process Group

Day 2

- Event & Project Planning Process Group
- Scope management
- Communication Management

Day 3

- Event & Project Planning Process Group
- Time Management
- Cost Management

Day 4

- Event & Project Planning Process Group
- Time Management [Activity Duration Estimation, Critical Path , Develop Schedule]
- Cost management [Cost Budgeting]
- Quality Management

Day 5

- Event & Project Planning Process Group
- Risk Management [Risk Management planning, Risk Identification, Qualitative, Quantitative and Risk Response Planning]
- Procurement Management [Plan Purchase & Acquisition, Plan Contracting]

Day 6

- Execution Process Group [Team Acquiring, Complete Project scope, Requested Changes, Information Distribution]
- Controlling process Group (Scope Verification, Integrated change control)

Day 7

- Execution Process Group [Team Management, Quality Assurance, Select Seller response, Select Seller]
- Controlling Process Group [Scope Control, Cost Control, Schedule Control]

Day 8

- Closing Process Group
- Contract Closing
- Closing Projects
- Professional Responsibility
- Closing Process Group Test

Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. 3D Educators reserves the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will be resubmit the examination fee and sit the future schedule exam. Without passing of the exams no certification will be awarded.

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ONLINE LIVE CLASSES FACILITY AVAILABLE

- Instructor Led Training
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website <http://www.3deducators.com>. Fill it properly and attached the required document along with Picture and send back to info@3deducators.com with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it info@3deducators.com. Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.
- If you are outside country or city then extra courier charges shall be incurred for Certificate.

PRECAUTIONARY MEASURES

- ✓ During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.
- ✓ Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.
- ✓ If you have taken the admission in the course online, ethically it is recommended and suggested that you only avail this facility.
- ✓ Recording of Lectures are not allowed at your end.

This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technologies and its advancement. Due to advancement of technology, we 3D EDUCATORS offer Live Interactive class sessions.

3D EDUCATORS believe on Information Technology and its systems. Now you can also avail this facility at your home.

DISTANCE NOT MATTER

You can join in the live classes Sessions of **3D EDUCATORS – TRAINERS & CONSULTANTS** from anywhere of the world.

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(Get the Admission Form)

[Admission Form](#)

MANAGEMENT

3D EDUCATORS – TRAINERS & CONSULTANTS