



London TDM

# Administration and Office Management Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 10 May 2026 To 14 May 2026

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

The "Event Planning and Office Protocol" course is designed to equip professionals with the essential skills and knowledge required to excel in organizing events and maintaining efficient office environments. Whether you're new to event planning or looking to refine your skills, this course will provide practical insights and strategies to ensure successful events and smooth office operations.

## Objectives

- Understand the fundamentals of event planning and management.
- Master essential office protocols and communication skills.
- Develop effective organizational and time-management strategies.
- Gain expertise in handling logistical elements of event planning.
- Learn to anticipate and solve problems proactively in event scenarios.

## Course Outlines

### Day 1: Fundamentals of Event Planning

- Introduction to Event Planning: Definitions and Types
- Setting Objectives and Identifying Target Audience
- Budgeting and Financial Planning for Events
- Creating Effective Event Timelines and Schedules
- Case Studies: Successful Event Planning Examples

### Day 2: Mastering Office Protocol

- Understanding Workplace Etiquette and Professional Conduct
- Communication Skills: Emails, Meetings, and Presentations
- Managing Office Equipment and Supplies Efficiently
- Time Management Strategies for Office Settings
- Enhancing Interpersonal Skills with Colleagues and Clients

### Day 3: Event Logistics and Operations

- Venue Selection and Contract Negotiations
- Coordinating Catering, Decor, and Audio-Visual Needs
- Understanding the Role of Vendors and Suppliers
- Logistical Planning: Transportation and Accommodation
- Risk Management and Safety Protocols for Events

### Day 4: Advanced Planning Techniques

- Marketing and Promoting Your Event
- Leveraging Technology in Event Planning
- Networking Strategies and Creating Influential Partnerships
- Handling High-profile and Large-scale Events
- Post-event Analysis and Feedback Collection

## **Day 5: Problem Solving and Proactive Solutions**

- Identifying and Mitigating Potential Risks and Challenges
- Effective Decision-making Under Pressure
- Conflict Resolution in Event and Office Scenarios
- Contingency Planning and Crisis Management
- Future Trends in Event Planning and Office Management