

Hosting events can be intimidating – this training will help you understand how to ensure that you put the audience at their ease and help the whole experience flow.

Learning Objectives

By the end of the session, you will understand how to:

- use the venue effectively
- engage and interact with your audience
- adapt to the unexpected
- chair a panel



Formats

Groups

£840 for 6 people, 2 hours

Required: PC/laptop and projector/monitor, whiteboard/flipchart with pens

Each attendee should bring their preferred note-taking medium.

1:1

£240 per 2-hour session. Content and schedule are tailored to each client.

Required: PC/laptop and projector/monitor, whiteboard/flipchart with pens

The client should bring their preferred note-taking medium.

Schedule

1. Understanding a venue's properties, using them to your advantage
2. Owning the room; keeping a friendly authority
3. Going with the flow; handling all possible events
4. Giving everyone a say and keeping the conversation going