

Methodological tool: Annual client party

Number of methodological Tool	EUPA_LO_106_M_001
Work Area Code and Title	WA7: Business Travel, Diary Systems, Meeting organization and event management
Unit Code and Title	4.5 Design, plan, organise meetings and other events
Learning Outcome Number and Title	LO106: Demonstrate ability to carry out successfully the role of an event organiser in planning a meeting, conference or another event that meets the defined objectives, participants' expectations and stays within the given budget.
Objective of the methodological tool	After the completion of this activity, participants will be able to: <ol style="list-style-type: none"> 1. List the items to put on a detailed checklist to support staff members when preparing events 2. Prepare a detailed checklist for planning and organization of event according to specific requirements 3. Specify the type of activities and resources that may be needed
Approximate Time needed for the completion of this exercise	15 minutes preparation Approx. 7 minute presentation for each group 10 min. summarization by trainer
Individual or group exercise	<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input type="checkbox"/> Written exercise <input checked="" type="checkbox"/> Group exercise <input type="checkbox"/> Video analysis <input checked="" type="checkbox"/> Simulation <input type="checkbox"/> Multiple choice <input type="checkbox"/> Group exercise with cards <input type="checkbox"/> Exercise using ICT <input type="checkbox"/> Role play <input checked="" type="checkbox"/> Group discussion <input checked="" type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise/Procedure	Case study: You work for a small HR consulting company in a role of office-manager. Your task is to organize an annual evening party for your clients. This is what you were told: <ul style="list-style-type: none"> • The purpose of the party is for the manager and the consultants to thank their active, past and potential clients

	<p>for their support, to network, get to know each other better.</p> <ul style="list-style-type: none"> • The party will be an evening raut with live music, lasting from approx. 19,00-24,00 • During the party the The manager want to present the company highligts from the last year and thank the clients. He would also like the 2 of his clients to present how the projects were successfully implemented in their companies. • The clients are HR managers, or business managers from middle sized to large local companies, they all speak local language. The goal is to have people from 30 clients to attend, plus 9 employees. <p>Your task it to work in small groups and prepare as detailed as possible checklist for planning and preparation of this party, to list all activities that need to be undertaken in their right order, and indicate approximate budget requirements for the event.</p> <p>After you are finished, the groups present their solutions to the group and the trainer, then he summarizes, points out the important aspects of the solutions related to the lecture.</p>
Exercise is accompanied by	N/A
Exercise solution	N/A
Other comments to the trainer	N/A