

# Managing an Event

Unit 4

# Past events

- A stand in Priory Meadow
- A Fashion show
- A Pamper day
- Secondary school classroom activity
- Human Fruit machine at Summerfield's Sports Centre
- It must be a **business** or **social enterprise** event

# Skills include:

- Forward planning
- Organising equipment & refreshments
- Producing information packs & papers
- Liaising with others/excellent interpersonal skills
- Keeping records
- Managing a budget
- Solving problems
- Evaluating event/feedback
- Knowledge of legal requirements



# Reflection

- Debriefing
- Lessons learned
- Future improvements
  
- Keep a logbook or administration file

# Learners will need to:

- form groups
- hold an event
- Overall approach to the unit:
  - Part input from the teacher
  - Part student-centred activity

# Belbin's team roles

Dr R. Meredith Belbin:

- identified nine major roles in a team
- argued that teams that consist of members who play these roles work very well
- said an individual may play more than one role


# The roles


- The coordinator
- Mature, confident, a good chairperson. Clarifies goals, promotes decision-making, delegates well
- The shaper
- Challenging, dynamic, thrives on pressure. The drive and courage to overcome obstacles.


# The roles

- The plant
- The monitor evaluator
- The resource investigator
- The company worker
- The teamworker
- The Completer finisher
- The specialist



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- The plant
  - Creative ‘ideas’ person
  - The monitor evaluator
  - Someone who is shrewd and analytical, who can analyse problems and evaluate progress
  - The resources investigator
  - Is extrovert and good at making outside contacts and reporting developments outside the organisation

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- The implementer
  - Disciplined, reliable, conservative and efficient. Turns ideas into practical actions
  - The teamworker
  - Caring and very person orientated. Keeps the team together and improves communications within the team

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- The completer finisher
  - Painstaking, conscientious, anxious. Maintains momentum and ensures the completion of the task
  - The specialist
  - Single-minded, self starting, dedicated. Provides knowledge and skills in rare supply