

Teaching Lesson Plan

MDC/ (MNV)

EVENT TEAM & CREW MANAGEMENT (MNV)-D

Lecture hours: 45

OBJECTIVES: Risk Management and Safety: Students will be able to identify potential risks associated with events and develop comprehensive risk management plans to ensure safety and compliance with legal and regulatory requirements.

SN	Subject and Objectives	Lectures Hrs	Methodology	Evaluation Mode
Unit-I	Organisation manager & the team during the event, simplified event structure, organisational effectiveness, volunteer staffing, the framework for an event organization's performance.	9Hrs	PPT, Illustrations	Q & A, Assignments
Unit-II	Volunteer management, factors influencing the number and type of staff, itemizing your needs, creating job descriptions, paid staff, and typical event organisation communication tools.	9Hrs	PPT, Illustrations	Q & A, Assignments
Unit-III	Finding staff, job description form, staffing an event, running the event on the day, organisation and briefing of staff on the day, creating a resume and writing the cover letter, effective interviewing, interview etiquette, after the interview, designations.	9Hrs	PPT, Illustrations	Q & A, Assignments
Unit-IV	Workforce employment issues, personnel management, circular model of human resource management, orientation sessions, instructions, manuals & handbooks, training programs, scheduling & assignments, motivation, recognition & retention.	9Hrs	PPT, Illustrations	Q & A, Assignments
Unit-V	Monitoring and evaluating performances, checkpoints and coaching, evaluation criteria, performance reviews, data mining through evaluations, conflict resolution strategies, disciplinary measures & termination procedures	9Hrs	PPT, Illustrations	Q & A, Assignments

Prepared by Department