



HEAVEN'S GIFT ACADEMY

Heaven's Gift Academy (HGA) is the educational arm of Heaven's Gift Pte Ltd, dedicated to providing the highest level of skills training and coaching to wedding and event professionals. Heaven's Gift, founded by Hannah Chong, has been the leading Special Event Design Company in Singapore and South East Asia of more than 14 years. Known for producing innovative and sophisticated events with a consistent commitment to precision and creativity, Hannah aims to impart industry knowledge, business know-how and strategies to our students and apprentices so that they can become highly sought-after crème de la crème in the Wedding and Special Event Industry in Singapore and Asia.

Heaven's Gift Academy is also the South East Asia virtual campus of The International Academy of Wedding & Event Planning (<https://www.southeastasianweddingacademy.com>), a global leader in the area of wedding & event planning, styling & design education and has produced more than 3000 graduates today from around the world via its virtual campuses. With an integrated face to face training and the online interactive courses, we aim to provide continual learnings to the wedding and event players in Asia, and to supply HGA graduates with the highest calibre and integrity into the workforce to grow the Wedding and Special Event Industry.



EVENT OPERATIONS MANAGEMENT & LOGISTICS PLANNING

How do customers view a successful event?

How do we work effectively with our clients, sponsors, partners and sales force to create an event that is of the highest service quality and one that will elevate the level of empowerment in our banquet team?

How can I better manage my operations team to be consistent in managing events of all levels?

These are the questions we want to address in this 2-day intensive workshop. We will equip you with the knowledge and skills in banquet logistics planning, which can be applied across various special events from weddings & private parties, to corporate launches, galas and conferences. Whether you are a wedding planner, an event specialist, or a banquet manager, you will gain insights into industry practices and the available tools and technologies that are in the market that will further empower you to be an effective manager in your arena.

All our participants will be taught both the technical and skills aspects. The curriculum is delivered in various forms – hands-on activities, scenario role-play, discussions, presentations and experiential learning.

TOPICS THAT WILL BE COVERED:

1. The Mark of a Successful Event
2. Types of events and the scope of work involved from Weddings, Galas, MICE, and Outdoor Catering events.
3. The Event Planning Process – who and what does it really involve?
4. Tools for Effective Logistics and Banquet Planning:
 - Understanding Customer Profiles and How to handle them in different situations
 - Space Planning & Creative Concept for Banquets
 - Banquet Event Production
 - Risk Management
5. How to manage Clients, Suppliers, Technology and Sponsors to create the event that you have envisioned.

TO GAIN THE MOST OUT OF OUR PROGRAMMES, YOU WILL NEED TO:

- Have a good command in English
- Be competent in Microsoft Office tools
- Possess presentation skills
- Be above 18 years old

Language: English only

To register, contact +65 67330555 or email training@heavensgiftacademy.com

Our intake per class is small, to keep the sharing intensive and beneficial. Assessments will be conducted in the duration of the programme to determine the aptitude of students at the end of the programme.

Singaporeans and Permanent Residents are eligible for e2i funding of up to S\$240 and UTAP funding capped at S\$250. Terms and Conditions apply.

