SNS COLLEGE OF TECHNOLOGY

Coimbatore-35
An Autonomous Institution

Accredited by NBA – AICTE and Accredited by NAAC – UGC with 'A+' Grade
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

DEPARTMENT OF COMPUTER APPLICATIONS

23CAT604– PRINCIPLES OF MANAGEMENT

I YEAR I SEM

UNIT 4 –DIRCTING

TOPIC 6 – EVENT & TIME MANAGEMENT

Proposal

Budget

Venue/ Site Selection and Design

Production Schedule

Speaker & Supplier Checklist

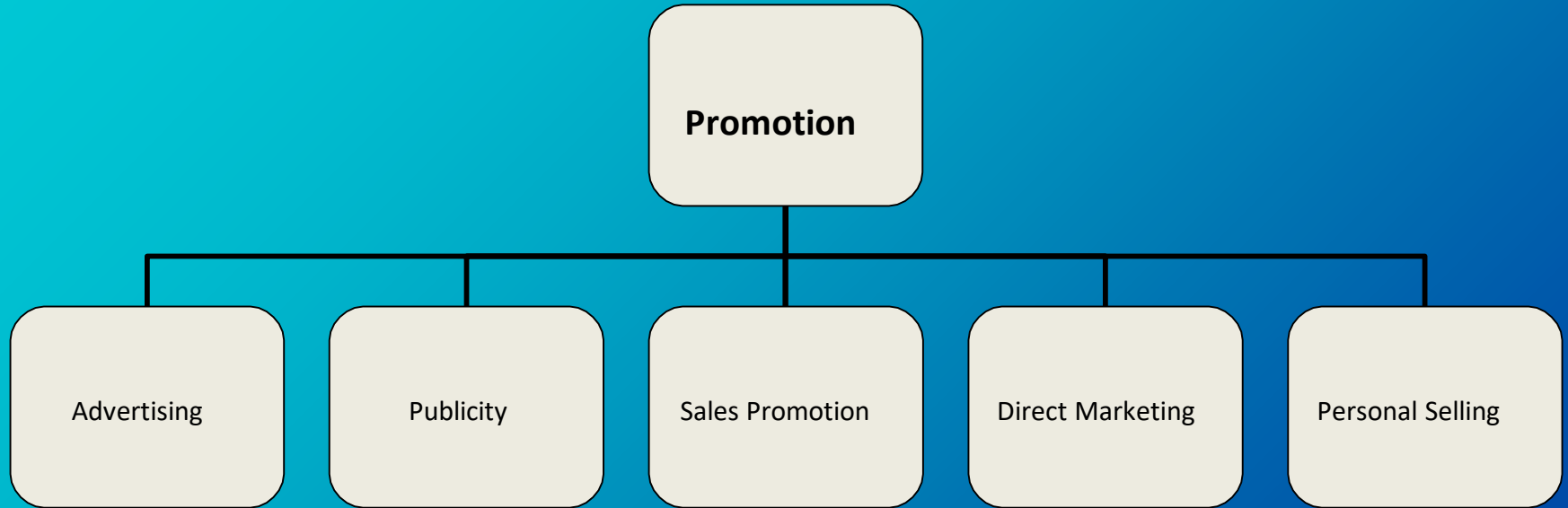Sponsorship

F & B Menu

Guest list
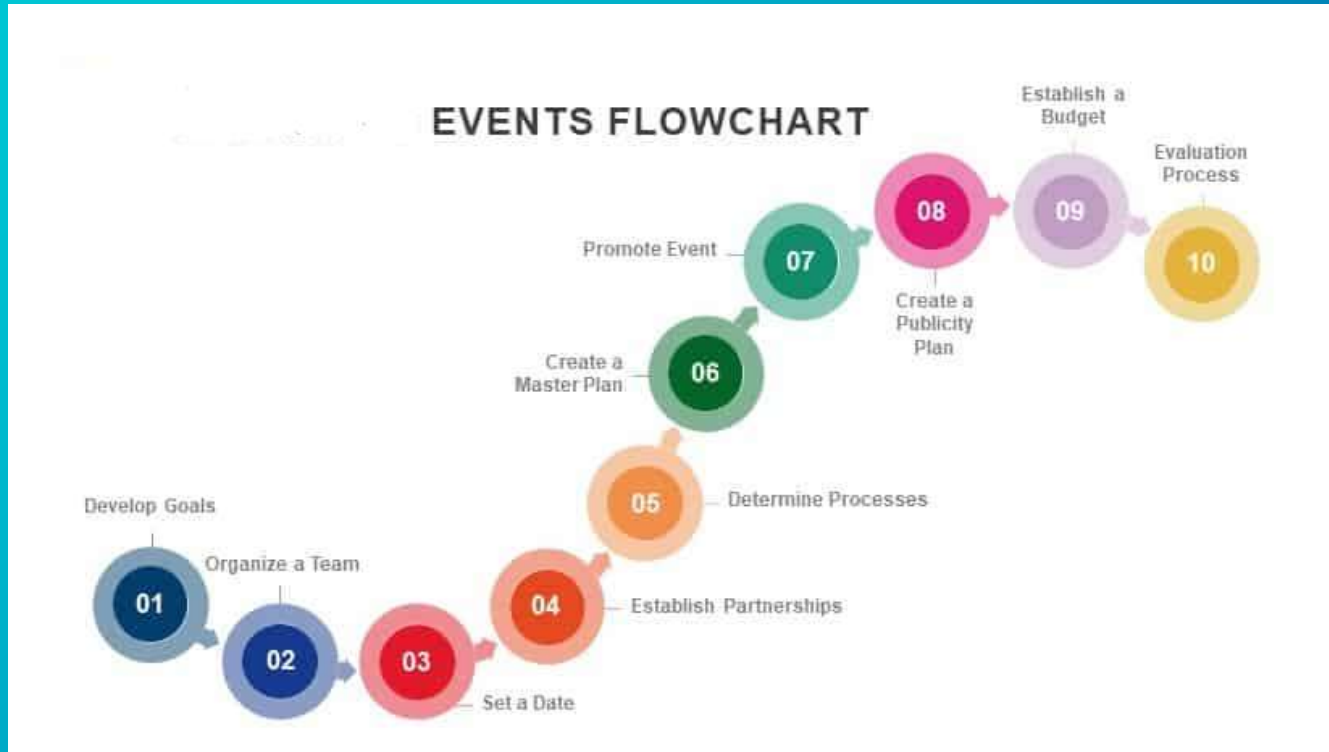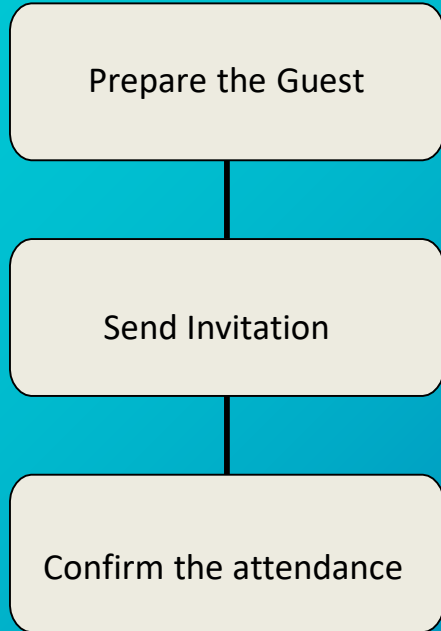
Risk Management

Marketing

Promotion

Pre-Event
- Event planning & consultation
- Presenter training & coaching
- Content creation & refinement

Live Event
- Fully customizable events
- Virtual show setup & configuration
- Live event monitoring

Post-Event
- Event recording & editing
- Reporting & analytics
- Rebroadcasting

EVENTS FLOWCHART

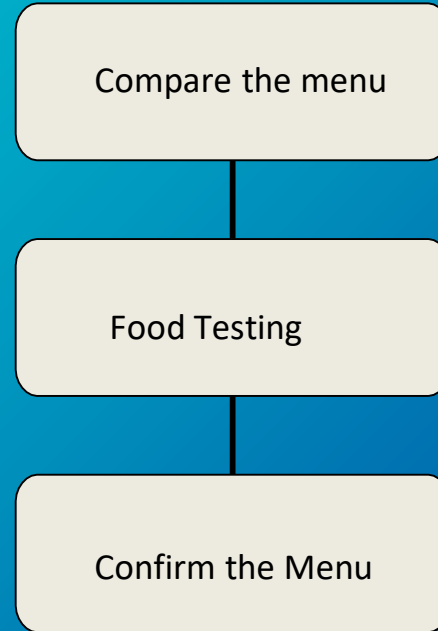| Prepare the Guest	Compare the menu
Send Invitation	Food Testing
Confirm the attendance	Confirm the Menu

1. _____is the second stage in the event planning process.
   A. Planning
   B. Research
   C. Design
   D. Evaluation

2. Which of the following is the most popular type of event site used?
   A. Hotel/resort
   B. Convention center
   C. Banquet hall
   D. Club

"Time management" refers to the way that you organize and plan how long you spend on specific activities.

Time Management plays a very important role not only in organizations but also in our personal lives.

Time Management includes:

A. Effective Planning
B. Setting goals and objectives
C. Setting deadlines
D. Delegation of responsibilities
E. Prioritizing activities as per their importance
F. Spending the right time on the right activity

Organized - Avoid keeping stacks of file and heaps of paper at your workstation.

Don't misuse time - Do not kill time by loitering or gossiping around.

Be Focussed - One needs to be focused for effective time management.

Skills necessary for effective Time Management:

1. Stay Organized
2. Learn to Prioritize
3. Be Punctual and Disciplined
4. Take Ownership of work
5. Be a little Diplomatic
6. More Focused
7. Be reasonable

1. Every organization works on deadlines.
2. Time Management helps an individual to prioritize things.
3. Managing time well helps an employee to plan his career path effectively.
4. Time Management makes you an organized individual.
5. Effective Time Management helps an individual to identify the time wasters at the workplace
6. Time Management makes an individual disciplined and punctual.

EVENT & TIME MANAGEMENT/23CAT604-PRINCIPLES OF MANGEMENT/Haripriya R/MCA/SNSCT

1.Failing to manage your time can lead to some consequences, like..

Less stress

Greater productivity and efficiency

Missed deadlines

A better professional reputation

2. To spend your time productively, you need to have set some _____.

possibilities

ideas

boundaries

goals

REFERENCES

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3. https://www.managementstudyguide.com/role-of-managers-in-time-management.htm