

# Event Management Diploma



## Event Management Diploma

This Diploma course introduces you to a broad event management landscape, with essential learnings from event concept to delivery.

**Gain an events management skillset and learn how to organise events of all sizes.**

This course will Teach you:

- The fundamental skills to thrive in an in-demand industry
- Open doors to a multitude of employment opportunities within various industry sectors
- Introduce you to a broad event management landscape, with essential learnings from event concept to delivery
- Develop your industry knowledge through
- A career-focused experience delivered by experienced industry professionals
- Take you through the event planning process and the different event types, styles and formats.

### What will I experience?

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You will learn how to undertake standard, day-to-day, duties of a payroll administrator. You will develop your understanding of how to make economically viable decisions to maintain a company's financial health.

### What will I learn?

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- Tracking and recording employee work hours and annual leave
- Calculating pay, taxes and social insurance
- Incorporating variables, like overtime, sick-pay, holidays and expenses
- Processing and paying salaries and wages – by cash, cheque or EFT
- Issuing payslips to employees
- Addressing problems and answering queries
- Issuing P45s, P60s and other related tasks

**Duration:** 11 Weeks,  
Wednesday 6.30pm - 9.30pm

**Study mode:** Online

**Fees:** Online - € 850

\*Contact us for next availability.