COURSE OUTLINE



Creative Inclusive Events

About this course:	This short course will help you to prepare, market and run truly inclusive
	events and to keep your team and delegates safe at all times.
	Choose between our corporate & business events course or our leisure &
	entertainment events course, depending on the nature of your events.
Who is it for?	Those designing, curating and running events
Duration:	1-hour masterclass or;
	2-hours tailored to your organisation
Bespoke or off-the-shelf	The 1-hour Masterclass is a standard off-the-shelf course
	The 2-hour course is tailored towards your organisation and the types of
	events that you are looking to run.
Delivery method	Virtually or in-person
Learning Objectives:	On completion of this course, delegates will be able to:
	Plan an event with inclusivity in mind
	 Identify health and safety risks pertinent to different minority groups
	Attract the desired audience
	 Curate content that appeals to a diverse audience
	 Ensure that the needs of both delegates and presenters are catered
	for
	 Use practical strategies to keep themselves and others safe
	Gather the right feedback to continually improve inclusivity
Syllabus:	What is an inclusive event and why it's important
	Diversity, Equity and Inclusivity
	Inclusive event planning
	Pre-event marketing and communication
	Curating inclusive content
	Creating an inclusive experience
	 Including your presenters & entertainers
	Event safety and protocols
	Keeping yourself safe
	Gathering Feedback