

**SKILLS FRAMEWORK FOR HUMAN RESOURCE
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Workforce Engagement					
TSC	Organisational Event Management					
TSC Description	Plan and manage the execution of organisation-wide and external events, including pre- and post-event activities					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		HRS-HRM-2021-1.1	HRS-HRM-3021-1.1	HRS-HRM-4021-1.1		
		Support the execution of organisation-wide events	Manage organisation-wide events to ensure smooth execution	Plan organisation-wide events aligned to the organisation's objectives		
Knowledge		<ul style="list-style-type: none"> Types of organisation-wide events Basic tenets of event management Event management guidelines Communication techniques and channels Tools for managing events 	<ul style="list-style-type: none"> Best practices in event management Legal and ethical requirements related to event execution Organisational policies and procedures related to event execution Methods for executing events Budget management techniques Vendor management techniques and best practices Report writing guidelines 	<ul style="list-style-type: none"> Organisation and human resource (HR) strategic direction Legal and ethical requirements related to event planning Organisational policies and procedures related to event planning Methods and tools for planning events Links between event objectives and business objectives Stakeholder engagement techniques Negotiation techniques Measures of event success 		

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<p>Abilities</p>		<ul style="list-style-type: none"> Propose ideas for events that are aligned to the organisational culture and priorities Liaise with vendors on event requirements Execute pre-event communication and engagement activities according to policies and procedures Disseminate information and reminders before the events Track employee responses to the events Coordinate logistical needs leading up to the events Gather post-event feedback Complete event close-out activities 	<ul style="list-style-type: none"> Develop ideas for organisational events that can boost employee engagement and performance Detail action plans and contingency plans for events Manage event budgets and resources Articulate the performance and quality expected of event deliverables to vendors Communicate event objectives to employees Oversee pre-event engagement activities Conduct pre-event briefings with key stakeholders involved in the events Handle event exigencies where required Develop post-event evaluation reports Highlight successes and areas of improvement post-event to the working teams 	<ul style="list-style-type: none"> Set objectives of organisational events Align events with the organisation and HR strategies Develop event plans Align events with organisational and legislative policies and requirements Engage key stakeholders to seek buy-in and obtain their commitment to grace the events Review the detailed action plans for implementation Negotiate with vendors and stakeholders to secure required resources Evaluate the impact of events on business performance Enhance internal processes in event management Present post-event outcomes to key stakeholders 		
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