Mastering Event Management with Google Workspace

Duration: 1 Day
Time: 9:00 AM - 5:00 PM
Mode: Physical

CONTACT US FOR PRICING!

Terms & Conditions Apply

Overview

This two-day course is tailored for professionals, event organizers, educators, and event management companies. It dives deep into using Google Workspace tools—Google Docs, Sheets, Slides, Gmail, Meet, Drive, and Apps Script—to manage both online and in-person events.

Participants will learn to plan, execute, and analyze events effectively, including advanced automation like generating personalized certificates. With practical case studies, hands-on exercises, and follow-up resources, you'll be ready to apply your new skills immediately.

Course Objectives:

- Plan and manage events using Google Workspace tools.
- Automate workflows, including certificate generation and resource management.
- Analyze feedback and create professional post-event reports.

Course Outline

DOWNLOAD COURSE DETAILS ➤

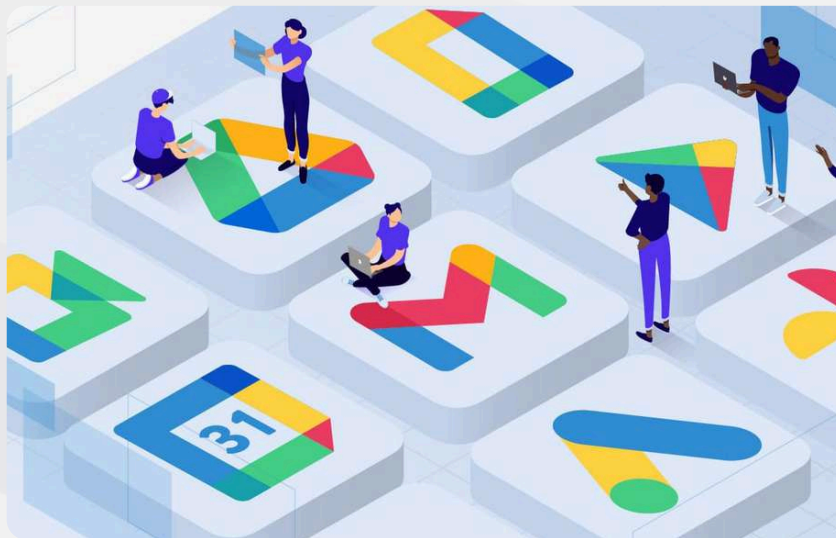| Day 1 |
| --- |
| Module 1 — Planning and Coordination with Google Workspace |
| Module 2 — Execution and Resource Management |
| Module 3 — Post-Event Analysis and Reporting |

"Unlock the power of Google Workspace and take your event management skills to the next level"

Instructor-Led

TRAINER
Fahim Zulkafli

or

TRAINER
Li Chong (Onion)

Learn with *24co* today!

Why Take This Course?

At the end of the session, you will:

- Confidently manage events using Google Workspace tools.
- Automate repetitive tasks to improve efficiency.
- Evaluate event success through data analysis and reporting.

Target Audience

- Event professionals streamlining planning and execution.
- Educators managing educational events or conferences.
- Frequent organizers looking to enhance efficiency.

Bring Your Own Device

Participants are required to bring their own laptop or tablet for the class.

Hear from Our Customers

Testimonials & Feedbacks

Read All Testimonials →

Interested?

Request This Course With Us Today!

Scan the QR code or register via: **https://twenty-four.io/contact/**

Contact Us

✉ fahim@twenty-four.io

📞 +60 13-526 6350 (Fahim)

Terms and Conditions

1. **Pricing Details:** Contact us for pricing information.
2. **Certificate of Completion:** Certificates are awarded to participants who complete the sessions.
3. **Course Materials:** All materials provided are strictly for personal use and must not be reproduced.