

## Workshop on Catering and Event Management

March 2 - 6, 2026, 1<sup>st</sup> Run: Lagos & Port Harcourt

September 7 - 11, 2026, 2<sup>nd</sup> Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

**Workshop fee: Lagos:** N350, 000,

**Abuja / Port Harcourt:** N400, 000 per Participant

**Delivery Mode:** In-person / Live Virtual / Hybrid

**Online course fee:** N300, 000 per Participant

**Available for In-plant Training**

**700 U\$D for foreign  
Participants**

### Program overview:

This comprehensive Catering and Event Management training program is designed to equip participants with the essential skills and knowledge to excel in the dynamic world of event planning and food services. The course covers key principles of catering, event coordination, and hospitality, preparing participants to handle various aspects of planning, organizing, and managing events and catering services with efficiency and professionalism.

Participants will learn the fundamentals of event logistics, vendor coordination, budgeting, and client relations, along with the technical skills required to deliver exceptional catering services. From small gatherings to large-scale events, the training will provide practical insights into managing food preparation, menu design, dietary requirements, and service execution.

### For Whom:

This program is designed for participants interested in building a career or enhancing their expertise in the event planning and catering industries. These includes Aspiring Event Planners and Coordinators, Catering Professionals, Catering managers, chefs, and kitchen staff seeking to expand their knowledge of event coordination and menu design. Business Owners and Entrepreneurs, Corporate Event Planners, Hotel and Venue Managers. Anyone Interested in the Event and Hospitality Industry will benefit from this program.

### Learning Objectives:

At the end of this course, participants will be able to:

- Identify different types of events and their specific needs (corporate, social, weddings, etc.);
- Develop and manage event timelines, task lists, and vendor coordination;
- Select suitable venues and understand the logistics involved in event setup and breakdown;
- Design and manage guest lists, RSVP systems, and guest engagement;
- Design diverse and balanced menus based on event types, dietary restrictions, and guest preferences;
- Ensure food safety, hygiene, and compliance with health regulations throughout the catering process;
- Create and maintain accurate event budgets, including all necessary costs (catering, venue, décor, etc.);
- Effectively select and negotiate with vendors, including caterers, florists, entertainment, and rental companies;
- Develop and maintain strong client relationships, understanding their needs and expectations;
- Understand basic marketing techniques for promoting events, including branding, social media, and email campaigns;
- Anticipate potential challenges during events and prepare contingency plans; and
- Collect and analyze client feedback to identify areas for improvement.

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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## Course outline:

### Day 1: Introduction to Catering and Event Management

#### Overview of Catering and Event Management

- Understanding the key roles and responsibilities in event management
- Overview of the catering industry and trends

#### Event Planning Fundamentals

- Defining different types of events: corporate, social, weddings, and more
- Event lifecycle: concept, planning, execution, and post-event evaluation
- Key players in event management: planners, vendors, clients, and venue owners

#### Basic Event Logistics

- Venue selection and layout planning
- Timeline creation and task delegation
- Managing guest lists and RSVP

#### Fundamentals of Catering Operations

- Understanding the roles of caterers in events
- Basic menu design and dietary considerations
- Food and beverage service methods

### Day 2: Catering Operations and Food Preparation

#### Menu Planning and Design

- Factors influencing menu selection: event type, budget, dietary restrictions, and guest preferences
- Creating balanced and diverse menus
- Understanding different service styles (buffet, plated, family-style)

#### Food Preparation Basics

- Working with chefs and kitchen staff to ensure quality control
- Food storage, sanitation, and health standards
- Managing food quantities for large groups

#### Food Presentation Techniques

- Plating and garnishing for visual appeal
- Setting up buffet stations and food displays
- Maintaining food quality and temperature during service

#### Understanding Catering Equipment

- Key equipment for catering events: ovens, chafing dishes, serving trays, etc.
- Managing inventory and sourcing catering supplies

### Day 3: Event Coordination and Budget Management

#### Coordinating Event Logistics

- Understanding the client's needs and expectations
- Building event timelines and task management
- Coordinating with vendors (florists, entertainment, photographers, etc.)

#### Event Budgeting and Financial Management

- Creating and managing event budgets
- Cost estimation for catering, venue, and miscellaneous expenses
- Handling payments, deposits, and invoicing

#### Vendor Relationships and Contracts

- How to choose and negotiate with vendors (venues, caterers, decorators)

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- Creating contracts and agreements with clients and vendors
- Ensuring quality control from vendors

#### **Managing Client Expectations**

- Effective communication with clients throughout the planning process
- Managing last-minute changes or unexpected requests

### **Day 4: Event Marketing and Client Relations**

#### **Event Marketing and Promotion**

- Marketing strategies for events: social media, email campaigns, and advertising
- Creating event branding and thematic consistency
- Understanding event demographics and target audiences

#### **Client Relationship Management**

- Building rapport with clients and maintaining long-term relationships
- Handling client feedback and addressing concerns
- Delivering exceptional customer service during events

#### **Crisis Management and Problem-Solving**

- Preparing for and handling emergencies or unforeseen issues
- Managing on-site challenges during events
- Best practices for contingency planning

#### **Evaluating Event Success**

- Post-event evaluation techniques
- Gathering client feedback and assessing event impact
- Measuring ROI for clients and vendors

### **Day 5: Health, Safety, and Final Event Simulation**

#### **Health and Safety Standards in Catering and Events**

- Food safety protocols and handling (HACCP)
- Legal considerations: licenses, permits, insurance
- Emergency protocols: First aid, fire safety, crowd control

#### **Sustainability in Catering and Event Management**

- Eco-friendly catering practices: waste reduction, sustainable sourcing
- Implementing green event practices: zero waste, reusable materials
- Ethical catering and sourcing

#### **Class Exercise and Hands-On Practice**

- Group activity: Planning and executing a mock event

#### **LOCATIONS**

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 – FAB By Toprank Hotel, Opposite Old Federal Secretariat Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

In-plant Fee Negotiable

#### **WORKSHOP FEE:**

**Workshop fee: Lagos: N350, 000 per Participant, VAT-N26,250 Abuja / Port Harcourt: N400, 000 per Participant, VAT-N30,000**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814  
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### **Training Methodology**

Lectures, discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.

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