Introduction to Careers in Hospitality and Tourism

Unit 8 – Meeting and Event Planning

**Instructional Activity 3**

**Instructional Activity 3 - Informal Writing**

In this informal writing assignment, you will be self-evaluating your strengths and weaknesses. Below I have listed the 11 required skills and abilities required of a successful event planner. Your tasks – first, choose one strength and one weakness of yours within the required skills – and then write one paragraph about each. In one paragraph you can mention how your strength might be beneficial and helpful in this career. In the second paragraph, you might mention how you can resolve and overcome your weakness, so you can be successful in your future career.

Required Skills and Abilities of a Successful Event Planner

Leadership Skills

The Great Communicator

Delegating Skills

Project Management Skills

Negotiating Skills

Coordinating and Delegating Skills

Budgeting Skills

Ability to Multi-task

Enthusiasm

Effective Social Skills

Ability to Form Contacts

YOUR STRENGTH:

YOUR WEAKNESS: