



# Organización de reuniones y eventos. ADGG0108 (Spanish Edition)

*Remedios Montedeoca López*

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Organizar reuniones y eventos corporativos aplicando las normas de protocolo, identificando sus características y recursos necesarios, y cumpliendo con los objetivos propuestos. Aplicar técnicas de negociación en situaciones de organización y contratación de reuniones, viajes y eventos corporativos, persiguiendo soluciones de beneficio mutuo entre las partes. Determinar y cumplimentar la documentación correspondiente a los distintos instrumentos de cobro y pago convencionales y telemáticos según la normativa vigente. Ebook ajustado al certificado de profesionalidad de Asistencia a la dirección.

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