ICTD

المركز العالمي للتدريب والتطوير

International Centre For Training & Development



Effective Travel Management

Course Introduction:

In today's globalized world, effective travel management is essential for organizations aiming to optimize their travel expenditures while ensuring employee safety and satisfaction. This 5-day theoretical training course, "Effective Travel Management," is designed to provide participants with a comprehensive understanding of the key concepts, strategies, and best practices in managing corporate travel. As businesses increasingly rely on travel for meetings, conferences, and client interactions, mastering the intricacies of travel management can lead to significant cost savings and improved operational efficiency.

Throughout the course, participants will delve into various aspects of travel management, including policy development, supplier negotiation, risk assessment, and traveler support. By exploring case studies and industry insights, attendees will gain valuable knowledge about the challenges and opportunities in corporate travel. The course aims to equip professionals with the skills necessary to enhance their organization's travel programs, ensuring a seamless travel experience for employees while maximizing return on investment.

Course Objectives:

By the end of the program, participants will be able to:

- Understand the fundamentals of effective travel management and its significance.
- Learn to develop comprehensive travel policies that align with organizational goals.
- Explore negotiation techniques with travel suppliers for optimal rates and services.
- Analyze strategies for risk management to ensure traveler safety and compliance.
- Gain insights into enhancing traveler support and satisfaction throughout the travel experience.

Who Should Attend?

This course is intended for Travel managers and coordinators, Corporate procurement and sourcing professionals, Human resources personnel involved in employee travel and Finance professionals responsible for travel budgets.

Course Outline:

Day 1: Introduction to Travel Management

- Overview of travel management: definitions and significance
- Key components of an effective travel management program
- Understanding the travel ecosystem: suppliers and stakeholders

Day 2: Developing Travel Policies

- The importance of clear travel policies and guidelines
- Steps to create and implement effective travel policies
- Communicating travel policies to employees and stakeholders

Day 3: Negotiating with Travel Suppliers

- Strategies for negotiating rates and contracts with airlines, hotels, and car rental companies
- Understanding key performance indicators (KPIs) in supplier negotiations
- Building relationships with travel suppliers for long-term benefits

Day 4: Risk Management in Travel

- Identifying potential risks associated with business travel
- Developing strategies for traveler safety and emergency response
- Compliance with legal and regulatory requirements in travel management

Day 5: Enhancing Traveler Support and Experience

- Best practices for providing traveler support before, during, and after trips
- Utilizing technology and tools to streamline travel processes
- Measuring traveler satisfaction and program effectiveness

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Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionaires
- Group Work

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

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Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session