



## Corporate Travels & Protocol Management

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Venue	Date	Duration	Cost "Per Head"
Cairo	22 May – 26 May – 2021	5 Days	USD 4,950

## INTRODUCTION:

For most companies, travel is the second largest controllable expense. In order to control the expense, you must know how to manage travel spend. The Fundamentals of Business Travel Management.

This course is designed as a guide to the primary components of managed travel.

Attendees will learn how each component intersects with the required competencies and skill sets needed in business travel management. The Fundamentals course teaches participants to maximize cost containment, improve efficiency and create a managed travel culture in a company. Attendees will hear expert course facilitators on the subjects of travel safety and security, travel spending trends and benchmark metrics.

An overview of business travel technology will be included along with a comprehensive discussion on travel policy, savings opportunities and calculating the ROI of a managed travel programme.

Designed as a guide to the key facets of managed travel, the Fundamentals curriculum includes the full range of basics — safety, policy, trends, performance, and more. Through this course participants gain a career boost and a better understanding of business travel management.

## Curriculum

- Overview of Travel Management
- Managing Agency Relationship
- Security and Risk Management
- Travel Technology Basics
- Measuring Success: Trends, Forecasting and Reporting Value

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## Who Should Take the Course?

- Travel Managers needing adequate/advanced skills in travel management
- Administrative Managers/Co-coordinators/Assistants
- Personal Assistants & other needing Travel management skills
- Travel Agency Administrators/Manager/Business Owners

## Course Outlines

- The right documents, at the right time, in the right place
- Organizing passports, processing visas and overcoming the complexities and problems
- Compliance with entry requirements and immigration rules
- Ensuring the health, safety and security of staff and visitors
- Booking tickets; timetables; time differences; holidays; cancellations
- Airport procedures, requirements and duties
- Accommodation and international travel requirements
- Factors to choose and book the most appropriate hotel and rooms
- Customer and protocol requirements; preferred hotels list; change in plans; families
- Car transport; tolls; parking; rental; security; motorcades
- Meeting the demands of business travel: payment methods and exchange rates
- Methods to research all possible options and prioritize the best
- Exhibitions, conferences, visits and events – nationally and internationally
- Planning and organizing events, conferences and visits
- Organizing, exhibiting at or attending exhibitions
- Trade visits and the protocol for them
- Greeting foreign dignitaries, flying flags correctly and meeting expectations
- Order of precedence for official ceremonies
- Analyzing the factors of Logistics
- Earn Value Logistics Systems
- Strategic Forecasting techniques
- Tactical/Departmental Forecasting techniques
- Operations forecasting techniques
- Logistics stakeholders Management
- Travels Stakeholders planning
- Travels Stakeholders Periodization
- Travels Stakeholders optimization
- Power/Interest Grid Matrix as a tool
- E-Travels and bookings using any kind of ERP (Enterprise Resource Planner)

- Logistics Risk Management
- Logistics Risk Auditing
- Logistics Risk Periodization and Categorization
- Logistics Performance Management
- Harmonizing the goals of the different channel members
  
- Budgeting and cost control
- Budgeting accurately and meaningfully
- Monitoring authorization, approvals, expenditure, allowances, expenses and receipts
- Cost control for ensuring that expenses are legitimate
- Cancellations, claims, reimbursements, hospitality
- Insurance which is robust, appropriate and up-to-date
- Types off channel conflict management
- Analyzing Channel gaps
- Effective tools to address gaps
- Third Party Travels Management
- Developing a 3PL and 4PL Travels Agency Performance System

**Please feel free to revert for any query that you may have 😊**

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**Training & Development Coordinator**



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