

Fundamentals of Business Travel

Start Date: Nov 18, 2019 8:00 AM

End Date: Nov 19, 2019 1:30 PM



Fundamentals of Business Travel Management™

18-19November, 2019

Munich, Germany

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Designed as a comprehensive guide to the key areas of managed travel, GBTA’s Fundamentals curriculum includes a full range of topics including safety, policy, trends, performance and more. Participants in this course gain a better understanding of business travel management and make themselves indispensable to the business travel needs of their organization.

Core Curriculum

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

Who Should Take this Course?

- Those wanting a better understanding of business travel management practices
- Travel Managers wanting to learn the latest in travel management
- Regional / District Sales Managers for travel suppliers looking for a solid foundation in travel management
- Administrative Assistants
- Human Resources Professionals
- Meetings & Events Professionals
- Risk Professionals

Venue

HYPERION Hotel München