



The Fundamentals of Business Travel

Start Date: Aug 27, 2019 9:00 AM

End Date: Aug 28, 2019 5:00 PM

Fundamentals of Business Travel Management™

27-28 August 2019

Stockholm

Language: switch between three Scandinavian languages to suit participants

Trainer: Lotten Fowler, General Manager, Swedish Business Travel Association

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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