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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Effective Travel & Logistical Support for Corporate Operations

Code	City	hotel	Start	End	price	Language - Hours
MT-912SA	Jeddah	Hotel Meeting Room	2027-09-05	2027-09-09	9950 SR	En - 25

Introduction to the Course:

In today’s fast-paced and global business environment, efficient travel and logistical coordination is essential for the smooth operation of organizations. This course is designed to equip participants with the knowledge and practical skills needed to effectively manage travel bookings, hotel reservations, transportation arrangements, and other key logistical support functions.

Course Objectives:

- Understand the fundamentals of travel and logistical support within corporate environments.
- Acquire practical skills in booking airline tickets, hotels, and ground transportation.
- Learn how to coordinate travel itineraries and manage changes or emergencies.
- Apply cost-effective strategies in planning and budgeting for business trips.
- Ensure compliance with corporate travel policies and vendor agreements.
- Utilize digital tools and systems for managing travel and logistics efficiently.
- Enhance communication and problem-solving skills in logistical operations.
- Prepare detailed reports and documentation related to travel and logistics

Target Audience:

- Administrative and executive assistants responsible for travel arrangements
- HR and operations personnel managing staff travel and logistics

- Office managers and travel coordinators
- Logistics and procurement officers
- Employees in charge of organizing events, conferences, or business trips
- Professionals seeking to enhance their skills in travel and logistical planning
- Staff from governmental and private organizations involved in logistical operations

Training Content:

Day 1: Introduction to Travel and Logistical Support

- Understanding the role of logistics in corporate operations
- Types of travel services and booking platforms
- Overview of airline ticketing and fare structures
- Introduction to hotel categories and reservation systems

Day 2: Practical Travel Booking Techniques

- Step-by-step process of booking flights and accommodations
- Working with travel agencies and online booking systems (GDS)
- Managing travel budgets and applying cost-saving strategies
- Handling booking changes, cancellations, and refunds

Day 3: Transportation, Visa, and Documentation Management

- Organizing airport transfers and ground transportation
- Overview of visa requirements and support documentation
- Preparing travel itineraries and checklists
- Coordinating travel for groups and VIPs

Day 4: Logistics Coordination and Emergency Handling

- Managing unexpected disruptions and travel emergencies
- Communication and coordination with travelers and vendors

- Ensuring compliance with company travel policies
- Risk assessment and contingency planning

Day 5: Reporting, Technology, and Professional Practices

- Using tools and software for travel and logistics management
- Preparing reports and documentation for travel operations
- Case studies and role-playing scenarios
- Final review and evaluation of participants’ understanding

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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