



FOCUS Session

Organising Business Travel

Effective EAs are also highly skilled travel agents! Organising business travel requires more than booking a flight. It requires forward-thinking, contingency planning and knowing your executive's preferences. .

All business travel should be well planned whether it is for international, interstate or intrastate trips. A well planned trip involves planning all aspects to ensure a successful and stress-free trip for the traveller. This seminar introduces tips and steps in:

- Understanding travel policies and restrictions
- Asking the right questions
- Conducting critical research
- Creating an itinerary
- Booking travel and accommodation
- Preparing travel documents

Organising a well-planned, stress-free trip is a highly sought after skill that any business person will truly value; making you an indispensable asset to your organisation.

MPS

training

exceeding expectations

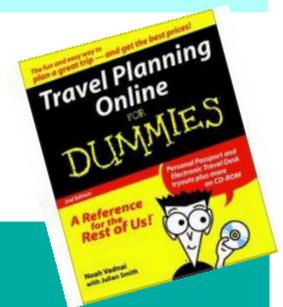
LEARNING OUTCOMES

MPS Training Focus Sessions are designed for optimal discussion and interaction. Our trainers use current effective facilitation techniques to ensure all learning styles and thinking preferences are addressed to ensure every unique learner achieves the key learning outcomes:

- Identifying relevant organisational policies and practices relating to travel
- Identifying and meeting the traveller's needs and preferences
- Locating, researching and analysing travel, accommodation, weather and event information to make relevant and useful recommendations to the traveller
- Creating a complete useful itinerary to guide the traveller from pre- to post-travel
- Locating and analysing travel and accommodation options in-line with organisational policies
- Locating and preparing required travel documentation

\$132 per person (GST inclusive)

*Includes training materials **plus a complimentary book:** **Travel Planning Online for Dummies** by Noah Vadnai*



VENUE:

MPS Training Centre
Unit 9/141 Flemington Road Mitchell,
ACT

Check our website for course dates

Book now!

Contact our friendly MPS Training staff today, but be quick as seats are limited!

Ph | 02 6123 0500

E | training@mpsolutions.com.au

W | www.mpsolutions.com.au