



Learning in a Nutshell

1 HOUR POWER LEARNING SEMINARS

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.

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!

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