

## AidEx-Fleet Forum Fleet Excellence Training Programme

Free to Successful Applicants - 11-14 November 2019, Brussels, Belgium

AidEx is pleased to invite you to apply for participation in the AidEx-Fleet Forum Fleet Excellence Training Programme that will be conducted by Fleet Forum from 11-14 November 2019.

Over the past few years Fleet Forum has developed practical, hands-on training that increases the knowledge and skills of field staff in the area of fleet management, fleet safety and clean fleets. Training has been specifically developed for the aid /development sector and aim to improve the effectiveness and to make fleet operations more cost efficient, to increase staff safety and to reduce the environmental impact of fleet operations. Although practical in operation, the training programme provides opportunities for participants to work on more strategic topics in this area, such as strategy development, managerial action planning and risk assessments.

This training programme is aimed at senior and middle managers at field level.

### **Programme objectives - During this week you will:**

- Learn how safe, effective fleet management impacts both safety and efficient operation.
- Learn about the relation between fleet management and the performance of your organisation.
- Develop fleet management approaches that will increase the effectiveness of the organisation.
- Learn how clean fleet management can yield lower operational costs through fuel savings, while reducing air pollution and greenhouse gas emissions.
- Learn how to extend vehicle life through improved maintenance, cleaner fuel use and driver engagement
- Review initiatives that your organisation can put in place for improved fleet safety, effectiveness and environmental impact.

### **Target audience**

The target audience for this event are senior and middle managers from aid and development organisations, responsible for vehicle fleet operations and who wish to improve their level of knowledge and skills to improve the effectiveness, efficiency, safety and environmental performance of their organisation.

## Selection of participants

To ensure that the participants have the right profile, selection criteria will apply. AidEx and Fleet Forum will use the following criteria:

1. Candidates have clearly defined personal learning objectives.
2. Candidates and their managers have defined how the training outcomes will be retained in the organisation after training.
3. Candidates and their managers commit to provide feedback on the retention of training two months after training.
4. Candidates are able to communicate in English.

## Training schedule

Sun 10 Nov	Mon 11 Nov	Tue 12 Nov	Wed 13 Nov	Thu 14 Nov	Fri 15 Nov
Arrival of participants	Fleet Excellence Training (full day)	Fleet Excellence Training (full day)	Morning Fleet Excellence Training	Morning: Guided Tour at Exhibitors stands  Formal closure of Fleet Excellence Programme	Departure of participants
			Afternoon: Presentation of the business case	Afternoon: networking meetings with specific exhibitors	
	Free evening. Participants to work on business case if needed	Free evening. Participants to work on business case if needed	Evening: AidEx cocktail party & networking dinner		

A description of the training content can be found in Annex A.

A description of the activities on Thursday 14 November can be found in Annex B.

## After the training

By the end of the training, participants will have developed their own action plan to manage their fleet more effectively, cost-efficiently, safely and cleanly. Implementing this action plan after the training will provide the real benefit of our training programme for your organisation.

## Impact of the training and implementing the action plan

During training the participants will gain knowledge and skill to improve their fleet operations. By implementing the action plan after training, your organisation will increase the effectiveness of its fleet operations, reduce costs, increase safety for staff and other road users and reduce the environmental impact of fleet operations.

## Good to know

- Training will be for an entire week and places special emphasis on fleet efficiency, road safety and green practices for field managers and supervisors.
- This programme is free<sup>1</sup> for successful applicants working for aid and development agencies operating in the field.
- AidEx will finance the course and provide €1,000 towards the cost of accommodation and travel for the chosen delegates<sup>2</sup>.
- Additional costs (expenses for dinner, travel to/from the airport to the hotel and training venue, personal expenses, visa for Belgium, etc.) should be borne by the participant.

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<sup>1</sup> Terms and conditions apply. Terms and conditions can be found in Annex C.

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## Registering for the AidEx-Fleet Forum Fleet Excellence Training Programme

You can register for the AidEx-Fleet Forum Fleet Excellence Programme by filling out the online application form, which you can find on the AidEx website (<https://www.aid-expo.com/fleet-forum-training>).

All applications must be submitted at the latest by 5 July 2019. After reviewing your application, we will inform you at the latest by 22 July 2019 whether you are accepted as a participant.

Only fully completed forms will be taken into consideration.

## Annex A: Detailed Description of Fleet Excellence Training Programme

### **E-learning Modules – Before the Training Week in Brussels**

The following e-learning modules will be administered prior to the classroom training at AidEx:

- Introduction to Fleet Management
- Setting Fleet Standards
- Fleet Planning
- Specialist Vehicles
- Journey Management
- Vehicle Management for Managers
- Fleet Safety
- Driver Management for Managers
- Fuel Management and Monitoring
- Vehicle Maintenance and Repair

### **Fleet Management Training**

The classroom training builds on the Fleet Excellence e-learning modules. In the e-learning modules the theory and concepts of humanitarian fleet management are addressed, the workshop aims to build on the theory and concepts in practice as well as provide the participants with an opportunity to practice their soft skills, needed to be a fleet manager. Throughout the workshop the participants will develop their personal implementation plan, which will be implemented in their own organisation after the workshop.

#### **Fleet Management Theory and Concepts in Practice**

- Fleet Management at Strategic, Tactical and Operational Level
- Successful programme delivery through professional fleet management
- Total Cost of Ownership (TCO)
- Measuring Performance: Setting the Right KPIs
- Saving Costs through Improved Fleet Safety
- Analysing Road Crashes: Looking for the cause behind the cause
- Recognising and reducing fleet safety risks
- Saving Costs and Reducing the Environmental Impact of your Fleet

#### **Fleet Managers Soft Skills**

Soft skills, including communication skills, are as essential for professional fleet managers. As with the technical skills, fleet managers are required to have knowledge and skills over a broad spectrum of soft skills. The soft skills that are required are: Communication, Negotiation, Presentation, Management and Problem Solving. Through the exercises in the workshop program the participant has the opportunity to practice and strengthen these skills.

### **Annex B: Networking Activities Thursday 14 November 2019**

Tour at AidEx – meet the exhibitors	Throughout the day, during guided tours around AidEx, participants will have the opportunity to meet exhibitors and see the latest innovations in vehicle fleet management products and services.
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### **Annex C Terms and Conditions**

#### **The Invitation**

The organisers of AidEx, Angus Montgomery Ltd, are offering the following to successful applicants: Up to €1,000 per organisation paid by Angus Montgomery Ltd towards flights to, and accommodation in, Brussels (Note: this is per organisation not per individual). Participants will be provided with the contact details of a suggested travel centre and hotel, however they are to make these arrangements by themselves. Should participants choose to make their own arrangements, they will be required to bring the receipts to the training and will be reimbursed by Fleet Forum.

#### **Requirements of the Training Programme**

- Participants must be present throughout the full duration of the programme: 11/11- 14/11/2019
- Flights will be booked for travel two days either way of the programme (10-15 November, 2019), and only from the country of origin to Brussels International.
- The subsidy of up to €1000 can only be used for return flights and accommodation. Angus Montgomery Ltd will not refund receipts for additional travel costs, subsistence expenses or additional expenses.

#### **Cancellation or Non-Attendance**

Angus Montgomery Ltd reserves the right to charge a penalty of €500 to any participant if there is a cancellation or non-attendance for the days of the programme for reasons that it judges to be unreasonable. Angus Montgomery Ltd will not charge this penalty if the reasons for cancellation are bona-fide or reasonable but reserves the right to be the sole judge in this matter.