



Sustainable transport for a better world

## **Fleet Management Fundamentals Training**

For middle managers and specialists who are managing transport



Which option is the best option for your organisation?

Where	Virtual	In-Country
Language	English, French and Spanish	English, French and Spanish
Duration	90 hours / Spread over 8 months	8-month course: includes 3-days face to face, followed by 10 hours per month
Costs	\$270 USD members \$300 USD non-members	\$270 USD members \$300 USD non-members
Contact	admin@fleetforum.org	

Fleet Forum member organisations will receive a 10% discount on their invoice.

Is your organisation a Fleet Forum member? Click [here](#) for the list of member organisations

## Target Audience

The target audience are middle and senior managers from aid and development organisations working within transport, logistics or administration units.

It is also suited for those who are aspiring to middle and senior management positions in specialist functional areas such as supply chain management, transport planning or transport operations.

## Designed for Aid & Development Organisations

In the Fleet Management Fundamentals Training you will learn the foundation principles of fleet management in humanitarian context in order to increase the proficiency and expertise of humanitarian professionals working at an operational level.

By the end of the course, you will:

- Determine the right number and types of vehicles for your operation;
- Implement strategies to reduce fleet costs;
- Understand the root causes of your crashes;
- Introduce and monitor KPIs that are related to your organisation's priorities;
- Get insight and lower your vehicle emissions.



How will this benefit my organisation?

During the training, you will work on your 6-month action plan that you can implement after. The plan will help you increase service delivery, reduce road crashes and carbon emissions of your fleet and also save money for your organisation, and may include:

- Developing transport plan for a specific project;
- Conducting a rightsizing exercise to determine the optimal size of the fleet;
- Introducing vehicle pooling system for staff;
- Implementing driver performance reviews, using data collected through tracking systems;
- Building the business case for hybrid vehicle;

Fleet management experts will provide you with the knowledge resources and peer sessions to guide you with implementing your plan.

What will I get if I purchase the Fundamentals training?

When you purchase this training, you get access to:

- Downloadable training materials;
- 1-year access to the Training Portal;
- Digital resources on the Knowledge Platform to help you implement;
- Personalised guidance for upto 6 months after.

Upon completing the training, your electronic Certificate of Participation will be added to your Personal page - from there, you can print your Certificate or add it to your LinkedIn profile, on printed resumes, CVs, or other documents.

If you successfully complete the implementation of your plan after the training, you will receive a Certificate of Achievement and you will be able to attend our invitation-only Fleet Management Pro training.





What is the schedule for the in-country training?

	Day 1	Day 2	Day 3
Morning	Linking organisational performance and fleet management Effectively managing your fleet to support your operations/ programs	The cost of road crashes and incidents Identifying and reducing the road safety risks	Choosing the KPI Using your data to manage your fleet's performance
Afternoon	Rightsizing your fleet Total Cost of Ownership (TCO)	Reducing the environmental impact of your fleet Managing your drivers	Designing your Action Plan

Why choose the online training?

Live Sessions with Fleet Managers around the World

We work with group sizes of 10 -12 participants per training. Registration does not guarantee a spot. We will review the registrations received and contact you via email.

The expected workload is about 2.5 hours per day during a 10-day period:

- 1.5 hours per day is self-study, which consists of completing e-learning modules, solving real-life case studies, preparing exercises.
- Once a day, we will have 1-hour 'live' discussions (via video-conferencing). These sessions will take place in the morning and afternoon and are mandatory to attend to receive your certificate at the end of the training.

### What do our Trainees say:

"This was my first virtual training. The group discussions were very lively, similar to classroom trainings. The benefit of virtual training is I could combine with important office work also side by side"

"After the training, I used the TCO method to get my management to agree to dispose of 7 to 8 old vehicles. This training helped me to be more convincing to my management"

"The practical aspects of the training translated into immediate application in our day-to-day operations, leading to more efficient processes and noticeable cost savings in our fleet management."

"I particularly liked the follow-up plan on our action plans in the form of monthly meetings. The monthly meetings kept us accountable and will surely ensure continuity from training to implementation."

"The approach of combining self-paced learning with interactive sessions made the training very effective. Particularly, the focus on Total Cost of Ownership and the requirement to develop an action plan."



Only participants who have followed and completed the e-learning modules can participate in the 3-day face-to-face training.

These modules will be available approximately one month before the start of the face-to-face training. For local NGOs, participation in the program is free.

Additional costs related to the training such as transport, accommodation and food (hotel, dinner, personal expenses, etc.) are the responsibility of the participant or the organisation.

We work with group sizes of 12 -16 participants per training. Registration does not guarantee a spot. We will review the registrations received and contact you via email.

## Empower Local Organisations: Nominate a Participant for Free Fleet Management Training

### Why Nominate?

We understand that financial constraints often limit local organisations' access to crucial training opportunities. In recognition of this, we offer a unique chance for Fleet Managers to nominate individuals from local implementation partners for our Fleet Management training – entirely free of charge!

### How to Nominate?

1. Identify a suitable individual from your local partner organisation.
2. Send their name and email address to [admin@fleetforum.org](mailto:admin@fleetforum.org)
3. That's it! We'll take it from there.

### Who is Eligible?

To be considered for the free Fleet Management training, nominees must meet all the following criteria:

1. Employment Status: They must be staff members from either national or regional NGOs, or community-based organisations.
2. Organisational Revenue: They must belong to organisations with less than 1 million USD annual revenue.
3. Job Responsibility: They should hold responsibility for transport within their operations.

If your nominee meets all of the above criteria, we encourage you to nominate them and provide them with an opportunity to enhance their fleet management skills at no cost!

