



Sustainable transport for a better world

RIGHT SIZING YOUR FLEET

COST EFFICIENCY AND
REDUCING ENVIRONMENTAL IMPACT



For all fleet managers, whether you manage a large fleet or just a handful of vehicles, this training will help you make smart, data-driven decisions.

About this specialisation

As organisations face increasing pressure to cut costs, reduce emissions, and improve operational efficiency, rightsizing has become a critical strategy.

There is a need to apply strategies to lower the costs that fleet has on the overall budget of organisations.

You know your fleet needs to become more cost-efficient—but do you know how to do it? Become a driving force in your organisation's financial sustainability efforts!

Managing a fleet in challenging environments means balancing operational needs with cost control, donor expectations, and sustainability goals. This course will guide you through the principles and practices of fleet rightsizing—optimising the size and composition of your vehicle fleet to meet actual demand while reducing waste and improving impact. Through practical tools, use of your own data and peer learning, you'll gain the skills to make data-driven decisions, engage key stakeholders, and implement changes that strengthen your organisation's response capacity and long-term resilience.

Target audience

This specialisation is designed for fleet managers who wish to ensure that their fleet has the right amount of transport assets to support programmes and positively contribute to the finance strategy of their organisations.

This specialisation can be taken as a stand-alone course or as a follow up of the Fleet Management Fundamentals or Pro Trainings.

What will you learn?

By the end of this specialisation, you will be able to:

- Gain the knowledge to determine the appropriate size of your fleet based on the needs of the organisation
- Learn proven methods for right sizing
- Learn how to use tools to help your right sizing efforts
- Develop the business case for a right sized fleet



How much time do you need for this training?

This specialisation is offered over 5 weeks. It is fully online, you can take it from anywhere in the world. It has an estimated 20 hours of learning

Every week you will receive access to a new module and homework for the week.

There will be a weekly live session. Fleet Forum works with group sizes of 12-20 participants, so you can get value from active participant discussions.

What will you get if you purchase this training?

When you purchase this training, you get access to:

- Downloadable training materials
- 1-year access to the Training Portal

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.



What is different in this specialisation when you have participated in the Fleet Management Fundamentals Training.

- In the Fundamentals training, you spend 2 hours on this topic. In the specialisation, you will spend 20 hours. You will have the opportunity to broaden your knowledge and skills around the topic.
- We will deep-dive into challenges and opportunities related to rightsize your fleet.
- You will be provided with useful tools and templates
- You will be engaged in class-wide discussions with other participants who are also working on rightsizing their fleet.
- You will walk away with a SMART action plan and a business case that you can use when rightsizing your fleet.

Start your rightsizing journey

Throughout this specialisation, you will receive practical wisdom for fleet management experts embedded alongside theories, and new ideas from participants' discussions and sector best practices.

To receive your course certificate, you will develop a SMART action plan and a business case to rightsize your fleet.

In week 5 you will present your action plan and business case to achieve your goal.

At the end of the session, you will be ready to implement the action plan and present your business case to stakeholders in your organisation to create buy-in for your rightsizing plans.



Training orientation week by week

Week 1: Introduction to Rightsizing

Key topics:

- Why Rightsizing? The case for financial, operational, and environmental sustainability.
- Common Challenges in fleet inefficiency and overcapacity.
- What is rightsizing to you?
- What is the reason for your organisation to rightsize?
- What data do you need to rightsize?

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Week 2: Analysing Fleet Utilisation

Key topics:

- Key metrics for rightsizing
- Tools & techniques to get insight
- Case Study: How one organisation successfully rightsized its fleet.
- Explanation of the rightsizing tool
- Common pitfalls in rightsizing

2

Week 3: Should they stay or should they go?

Key topics:

- Decisions to make on Retain, Replace, Dispose
- Overcoming organisational resistance to rightsize
- Action plan to rightsize
- Present your rightsizing findings
- How to use the rightsizing action plan

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Week 4: Make the internal business case for rightsizing

Key topics:

- Template business case presentation
- Why is your business case important?
- Who are your stakeholders to make rightsizing happening
- Using the template, step by step explanation

4

Week 5: Peer to peer review of the action plan and the business case

Receive your certificate.

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Training

Would you like to take a sneak peek at the training content? [Click here.](#)

Fees

For this specialisation course fees apply. Please check the Fleet Forum website www.fleetfourm.org for current rates.

Questions?

If you have any questions regarding this training please contact us at admin@fleetforum.org.

