

Fleet Management Capacity-Building for Disaster Response and Development Organisations
Advanced Fleet Excellence Training - Learning Agreement 2020

Participant information

Name participant:
Job title:
Name organisation:
Location based:
Email address participant:
Name manager or line supervisor:
Email address manager or line supervisor:

Please indicate in which location you wish to participate (tick 1 box):

Addis Ababa, Ethiopia	6-8 April
Beirut, Lebanon	21-23 September
Abuja, Nigeria	16-18 November

*Please note the training calendar is subject to change.

Please describe your learning objectives and the relevance for your organisation below:

I work for a disaster relief organisation:

Yes

No

My personal learning objectives are:

1.

2.

3.

My organisation can benefit from the training in the following areas:

1.

2.

3.

After the training you are required to implement a business case. Please select maximum 2 areas that you would like to work on:

The fleet of our organization needs to reduce 10% costs

The user satisfaction needs to increase with 20%

The road safety risks that we face by operating our fleet needs to be mitigated to an acceptable level

Our environmental footprint needs to reduce by 15%

Kindly request your manager / line manager to fill in the section below:

Comment on personal learning objectives, benefits for the organisation and desired results:

What is the single biggest issue you have with your fleet operations?

Outline Advanced Fleet Excellence Training

E-learning modules	In the e-learning modules the theory and concepts of humanitarian fleet management are addressed.
Submission of data	Provide basic fleet data (situation as is) to Fleet Forum. The following data needs to be provided for the last fiscal year: <ul style="list-style-type: none"> - Number of vehicles - Number of kilometres driven - Running (operating) cost per kilometre - Number of accidents and incidents - Litres of fuel per 100 km
Online test	Participants will complete an online test to assess their understanding of the concepts covered in the Basic Fleet Excellence Training.
3-day workshop	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.
Fleet management project	It is the participant’s responsibility to identify and implement a project with the support of the line manager within the respective organisation. This project must meet the requirements identified by Fleet Forum and the participant must follow the process outlined.
Evaluation implementation plan	Upon completing implementation of the project, participants will submit a project evaluation and deliverables, as identified in the project plan. The appointed panel will review the deliverables as per the project criteria, and on that basis, the decision will be announced to the participant and he or she will be entitled to receive their Certificate of Accomplishment.

Commitment of the Participant, Manager and Fleet Forum

By signing this document, the participant and the manager confirm that they approve the contents of the learning agreement and will enable the participant to be involved in all of the capacity building activities.

Participants will only be able to join the 3-day workshop once they have completed the e-learning modules.

The costs for participating in the programme are USD \$300,- per person. Additionally, expenses for travel to and from the workshop location and stay (hotel, lunch, dinner, personal expenses etc.) need to be incurred by the participant or their organisation.

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](#).

Photo Release

I hereby grant and authorise Fleet Forum the right to take, edit, alter, copy, exhibit, publish, distribute and make use of any and all pictures or video taken of me to be used in and/or for any lawful promotional materials including, but not limited to newsletters, flyers, posters, brochures, advertisements, annual reports, press kits and submissions to journalists, websites, social networking sites and other print and digital communications, without payment or any other consideration.

- This authorisation extends to all languages, media, formats and markets now known or later discovered. This authorisation shall continue indefinitely, unless I otherwise revoke this authorization in writing.
- I waive the right to inspect or approve any finished product in which my likeness appears, including written or electronic copy.
- I agreed to this release without being compensated. I waive any right to royalties or other compensation arising or related to the use of the photograph.
- I understand and agree that these materials shall become the property of Fleet Forum.

Yes

No

Participant's name

Date

Manager's name

Date

Please send this form to: Theresa.Dennen@fleetforum.org