

Accredited by:



Fleet Management Fundamentals Training

For middle managers and specialists who are managing transport

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.

Where	Online
When	Once every month (Click for the schedule)
Language	English and French
Duration	90 hours / Spread over 8 months
Costs	\$300 (discount may apply)
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.

To learn more, [click here](#).

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.

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.

Partially Funded by USAID



Under a sector capacity building with USAID, Fleet Forum is able to provide fleet management trainings at a fraction of the cost to fleet managers around the world. The fees to participate in the training are USD 300. Fleet Forum is a not-for-profit membership association. We are able to offer such capacity building activities through donor funding and charging participants a portion of the costs.

Payment is due before the start of the training. If a participant has not responded after receiving a payment reminder, Fleet Forum reserves the right to cancel the registration.

What will I get if I purchase this 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 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"