

Sustainable transport for a better world

## **Fleet Forum Training Catalogue 2026**

For fleet managers, middle managers, and specialists who are managing transport and mobility.



## Which training is the best option for your organisation?

Fleet Forum provides certified training programmes designed to improve transport performance, road safety, and environmental impact for aid and development organisations.

All programmes combine practical tools, expert guidance, and peer learning to ensure participants can implement changes immediately within their operations.

### Training Calendar 2026:

| Month            | Training   | Format                               | Language | Date          | Registration   |
|------------------|--|--------------------------------------|----------|---------------|--|
| <b>January</b>   | Train the Trainer                                    | Online                               | French   | January- July | Applications open via email <a href="mailto:admin@fleetforum.org">admin@fleetforum.org</a> |
| <b>February</b>  | Fleet Management Fundamentals                        | Online                               | English  | 9-20 February | <a href="#">Register here</a>  |
| <b>March</b>     | Fleet Management Fundamentals                        | Guatemala                            | Spanish  | 18 - 20 March | <a href="#">Register here</a>  |
| <b>April</b>     | Specialisation course: Rightsizing your Fleet        | Online                               | English  | 13-17th April | <a href="#">Register here</a>  |
| <b>May</b>       | Fleet Management Fundamentals                        | Online                               | French   | 4-15 May      | <a href="#">Register here</a>  |
| <b>June</b>      | Fleet Management Fundamentals                        | In person Bangkok                    | English  | 8-10 June     | <a href="#">Register here</a>  |
| <b>August</b>    | Specialisation course: Sustainable Fleet             | Online                               | English  | 17-21 August  | <a href="#">Register here</a>  |
| <b>September</b> | Specialisation course: Fleet Management Pro          | In-person (Middle East location TBC) | English  | 7-9 September | <a href="#">Register here</a>  |
| <b>October</b>   | Specialisation course: Business Case for Road Safety | Online                               | English  | 5-9 October   | <a href="#">Register here</a>  |
| <b>November</b>  | Fleet Management Fundamentals                        | Online                               | English  | 2-13 November | <a href="#">Register here</a>  |

Prices can be found on each course page. Fleet Forum member organisations will receive a 10% discount.

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

## Fleet Management Fundamentals Training

Build foundational knowledge in fleet planning, safety, cost control, and environmental performance for humanitarian operations.

| Format   | Online  | In-Country   |
|----------|---|--|
| Date/s   | Feb 9-20 (English)<br>May 4-15 (French)<br>Nov 2-13 (English)                         | March (Spanish, location TBC)<br>8-10 June (English, Bangkok)  |
| Duration | 2 weeks + 6 months of coaching<br>(once per month) 90 hours / Spread<br>over 8 months | 8-month course: includes 3-days face to face, followed by 10<br>hours per month  |
| Language | English, French and Spanish   | English, French and Spanish  |
| Costs    | \$270 USD (members)<br>\$300 USD (non-members)  | \$270 USD (members)<br>\$300 USD (non-members)<br>(expenses including accomodation & travel are not covered<br>by Fleet Forum) |

### 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;
- Reduce emissions and strengthen sustainability

#### 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.

## Fleet Management Pro Training

For fleet managers who have completed the Fleet Management Fundamentals Training and received their Certificate of Achievement.

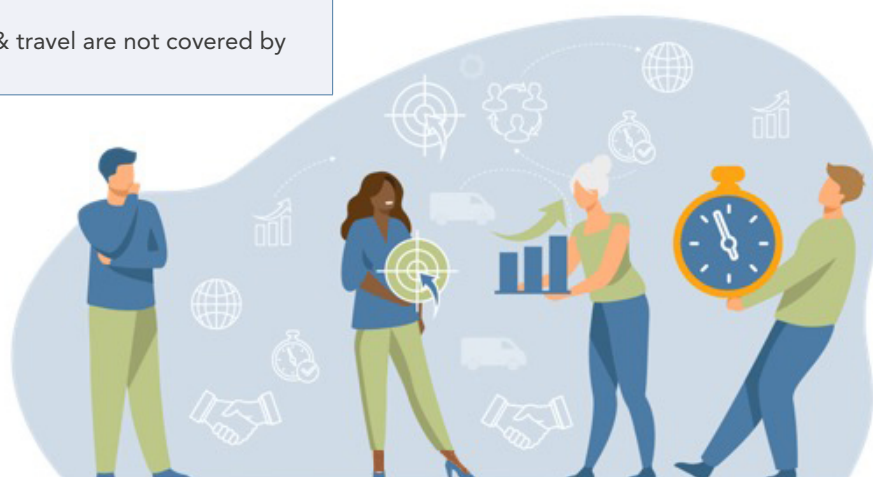
This training is a follow-up to the Fleet Management Fundamentals Training so that humanitarian fleet managers may continue building their knowledge and skills in the areas of fleet management, fleet safety and the environmental impact of fleets and ultimately professionalize fleet management in their respective organisations.

Building on the foundation laid out in the Fundamentals training, the Fleet Management Pro training is focused on fleet management emergency preparedness and KPI analysis.

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

- Apply Fleet Management thinking to the organisational strategy;
- Manage individuals or teams through line or functional management;
- Build, deploy, and sustain KPIs to improve organisational strategic or operational performance
- Guide organisations in the preparation, response and down-sizing of an emergency from a fleet management perspective;
- Drive fleet management improvements within the organisation;
- Build and maintain strong working relationships.

|          |   |
|----------|---|
| Format   | In-Country  |
| Date     | 7-9 September   |
| Duration | 3 days  |
| Language | English   |
| Costs    | \$270 USD (members)<br>\$300 USD (non-members)<br>(expenses including accomodation & travel are not covered by Fleet Forum) |



# Right Sizing Your Fleet

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

## About this specialisation

Ever feel like your fleet is running you rather than the other way around? Too many vehicles, not enough, or just the wrong mix—it's a tricky balancing act. But getting it right isn't just about cutting costs (though that's a big perk!); it's about efficiency, sustainability, and making sure your fleet is fit for purpose.

In this course, we'll break down the what, why, and how of rightsizing your vehicle fleet. No confusing jargon, no unnecessary theory—just practical strategies to help you save money, reduce emissions, and keep operations running smoothly.

Whether you manage a massive fleet or just a handful of vehicles, this course will help you make smarter, data-driven decisions.

## What will you learn?

Over the course of five days we will take you on a journey how you can rightsize your fleet. We will provide you with the tools and knowledge to assess, optimise, and implement a rightsizing strategy for your fleet operations. Through guided exercises, case studies, and peer discussions, you will develop your own rightsizing plan, tailored to your organisation's needs.

We hope that you will find the course exciting as well as challenging and that it supports you and your organisation in making decisions in fleet reduction and optimisation.

|          |  |
|----------|--|
| Format   | Online   |
| Date     | 13-17 April                                    |
| Duration | 5 days ( x5 90 minute lessons)                 |
| Language | English  |
| Costs    | \$270 USD (members)<br>\$300 USD (non-members) |



# Making the Business Case for a Road Safety Programme

Designed for fleet managers who wish to reduce road traffic fatalities and injuries and positively contribute to the safety strategy of their organisations.

It is also relevant for Security and Occupational Health & Safety focal points who want to gain more insight into the development of business cases for road safety.

Road traffic fatalities and injuries are a high risk for aid and development organisations and even though safety of staff and other road users is of importance to organisations, structural investment to change unsafe behaviour remains a challenge.

Whether it's presenting a case for more investment to senior management, rolling out a new coaching programme, or appointing key personnel, fleet managers can play a key role in identifying what safety interventions provide the highest return on investment and make solid business cases for road safety.

By taking the course, Road Safety: Making the Business Case you will gain the insights needed to advocate for long-term road safety investments, get the practical knowledge and skills to develop business cases for road safety interventions and set yourself up for success.

|          |  |
|----------|--|
| Format   | Online   |
| Date     | 5-9 October                                    |
| Language | English  |
| Duration | 5 days (x5 90 minute lessons)                  |
| Costs    | \$270 USD (members)<br>\$300 USD (non-members) |

## How will this benefit my organisation?

- Identify the impact of road traffic collisions.
- Understand the risks of driving for work.
- Develop knowledge on the human and organisational factors in road traffic collisions.
- Identify effective road safety interventions.
- Successfully develop a business case for improving road safety.

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





## Sustainable Fleet Management: Reducing Environmental Impact

For fleet managers and sustainability focal points who wish to positively contribute to the climate change strategy of their organisations. It is also relevant for sustainability focal points who want to gain more insight into the reduction of emissions through vehicle fleet management

At organisational level, vehicle fleet emissions represent between 12 - 20% of humanitarian organisation's overall carbon footprint. However, at country office level, vehicle fleets can be the highest contributor to the carbon footprint. There is a need to apply strategies to lower the impact that fleet has on the climate and environment.

By taking the online specialisation Sustainable Fleet Managements: Reducing the Environmental Impact of Your Fleet, you'll gain the insights needed to become that change, get the practical knowledge and skills to reduce emissions associated with fleet and set yourself up for success!

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

- Gain the knowledge to introduce sustainable fleet management to your team
- Learn proven methods for developing and launching sustainable fleet initiatives
- Develop tools to help your fleet set and achieve sustainability goals
- Identify how to monitor, evaluate, and improve the environmental performance of your fleet

### Start Your Sustainability Transformation

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.

|          |  |
|----------|--|
| Format   | Online   |
| Date     | 17-21 August                                   |
| Duration | 5 days ( x5 90 minute lessons)                 |
| Language | English  |
| Costs    | \$270 USD (members)<br>\$300 USD (non-members) |



# **Fleet Forum Training Catalogue 2026**

THE FLEET FORUM ASSOCIATION

c/o Alber & Rolle | Chemin Frank-Thomas 34  
1208 Geneva | Switzerland

[info@fleetforum.org](mailto:info@fleetforum.org) | [www.fleetforum.org](http://www.fleetforum.org)