

**Commercial Fleet Excellence Training**  
2019 Learning Agreement**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 - Elilly International Hotel - September 25-26, 2019 - Training in English

\*Please note the training calendar is subject to change.

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

Core business of the organisation:

**My personal learning objectives are:**

- 1.
- 2.
- 3.

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

- 1.
- 2.
- 3.

**By participating in the training and implementing the action plan, I would like to achieve the following results, including targets (For example, I want to reduce the fuel cost by 10% by the end of the year):**

- 1.
- 2.
- 3.

**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

<b>E-learning modules</b>	The theory and concepts of fleet management are addressed
<b>2-day training workshop</b>	The workshop aims to build on the theory and concepts in practice as well as provide the participants with an opportunity to practice the soft skills needed to be a fleet manager.
<b>Personal action plan</b>	Throughout the workshop, the participants will develop their personal action plan, which will be implemented in their own organisation over the course of 6 months
<b>Personalised follow-up</b>	Participant will have a follow-up conversation with Fleet Forum, so that he or she may receive support with the implementation of the plan. Participation of the manager is mandatory.
<b>Remote guidance</b>	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.
<b>Evaluate action plan</b>	Upon completing implementation of the action plan, participants will fill in an evaluation report summarising the improvements they implemented. The evaluation report will be discussed with the participant, the manager and Fleet Forum. Successful participants will receive a Certificate of Completion as well as an invitation to the Advanced Fleet Excellence Training.

**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 2-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

**Payment information:**

Please indicate who will pay the training costs. Upon registration you will receive an invoice.

Name participant:
Job title:
Name organisation:
Location based:

Participant's name
Date
Manager's name
Date

Please send this form to: [Evelien.van.Rhijn@fleetforum.org](mailto:Evelien.van.Rhijn@fleetforum.org)