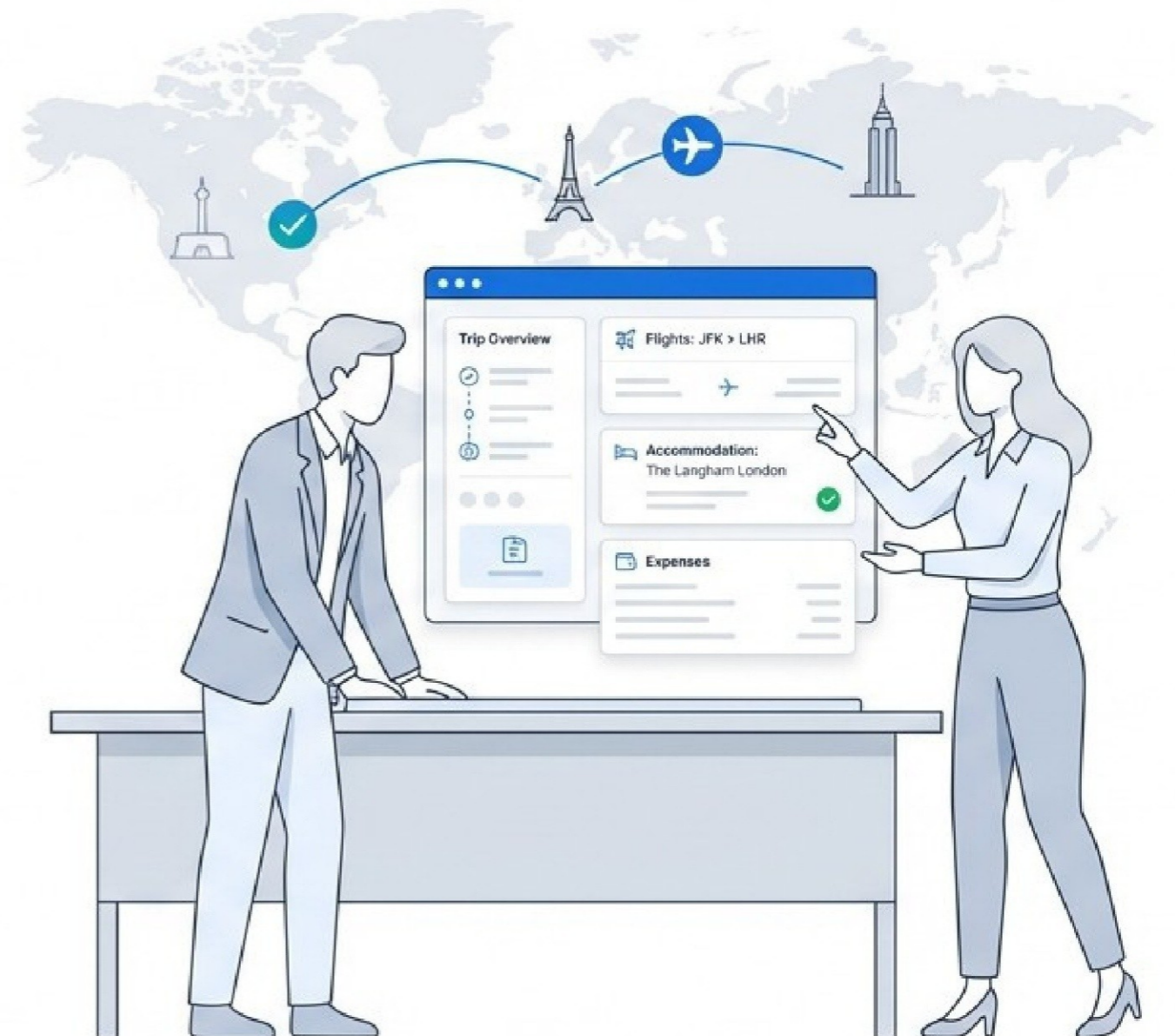


# Corporate Travel Management Training Course

Equip professionals to secure favorable deals, ensure compliance, and streamline the logistics of business travel.



# The Evolution of Enterprise Travel Operations



## Decentralized Booking

Uncoordinated arrangements, inconsistent policy adherence, and unoptimized travel expenditures.



## Strategic Capability Activation

Edstellar's instructor-led intervention synchronizes processes, compliance, and vendor negotiations.



## Optimized Mobility

Cost-effective, fully compliant travel operations with enhanced traveler safety and proactive crisis management.

# Core Program Parameters



## Course Duration

16 - 24 hours of comprehensive instruction.



## Delivery Format

Instructor-led Group Training for interactive learning.



## Modalities

Virtual, On-site, or Off-site delivery options.



## Global Scale

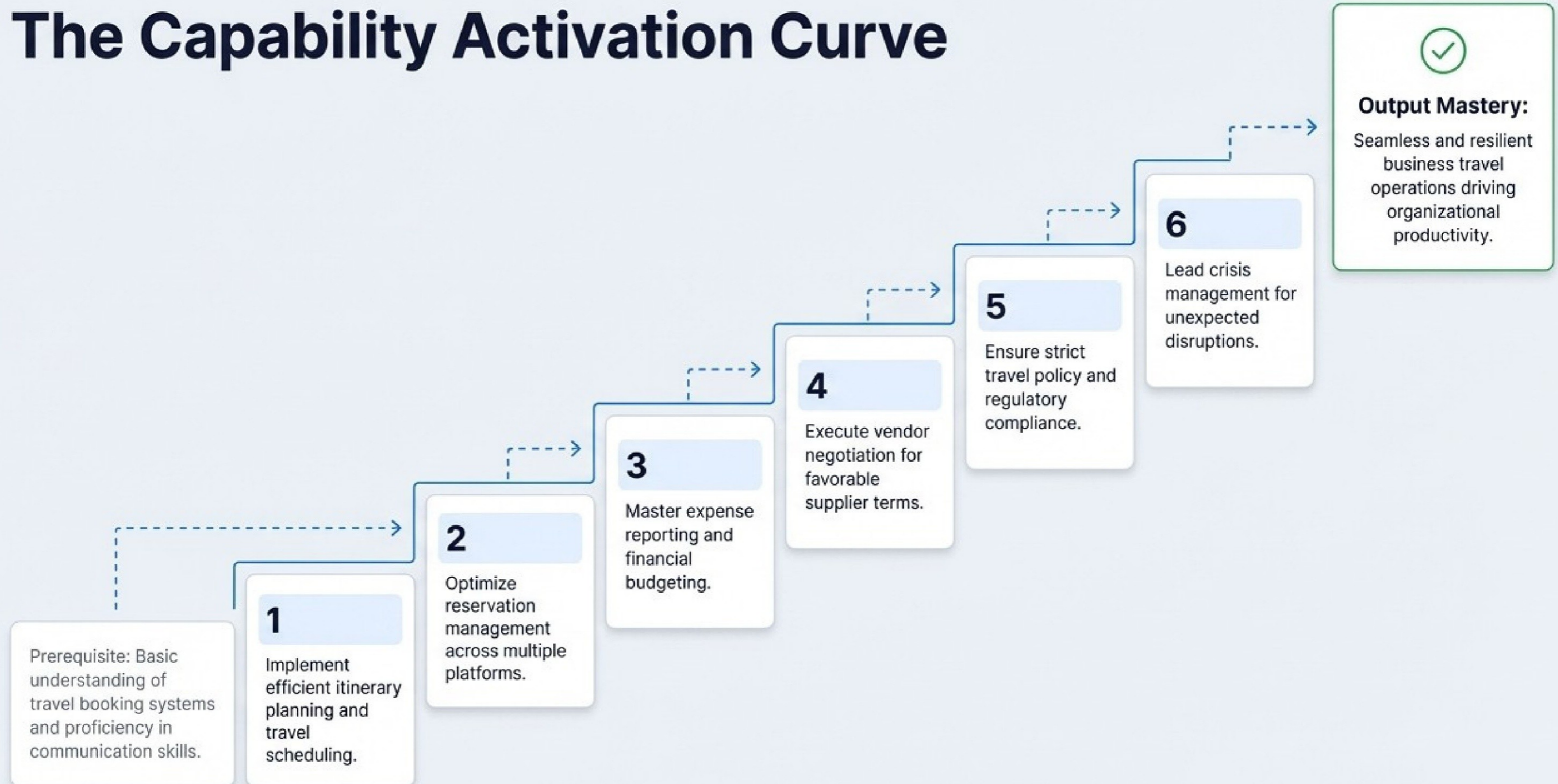
10,000+ Trainers globally facilitating localized delivery.



## Credential

Course Completion Certificate upon successful finalization.

# The Capability Activation Curve



# Structural Curriculum Architecture

## Phase 1

### Foundational Frameworks

Modules 1 - 2

Introduction to the travel industry, document control, legal requirements, and authentication processes.



## Phase 2

### Core Travel Operations

Modules 3 - 4

Assessing travel needs, managing reservation systems, and coordinating multi-modal transport and accommodations.



## Phase 3

### Financial and Performance Mastery

Modules 5 - 8

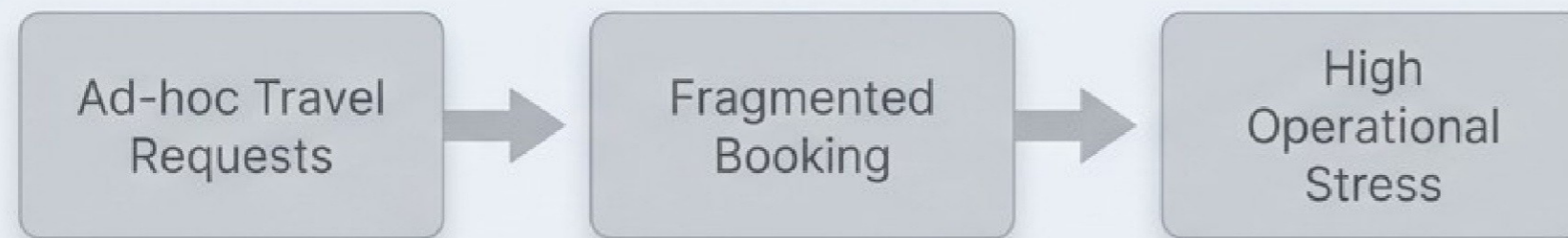
Budget allocation, conflict resolution, professional communication, and leveraging digital travel management tools.

# Phase 1: Foundational Frameworks



# Phase 2: Core Travel Operations

## Traditional



## Course-Enabled



## Operational Concepts

- Modes of Transportation Logistics
- Route Planning Methodologies
- Hotel Booking and Preferences
- Ticketing Confirmation Processes

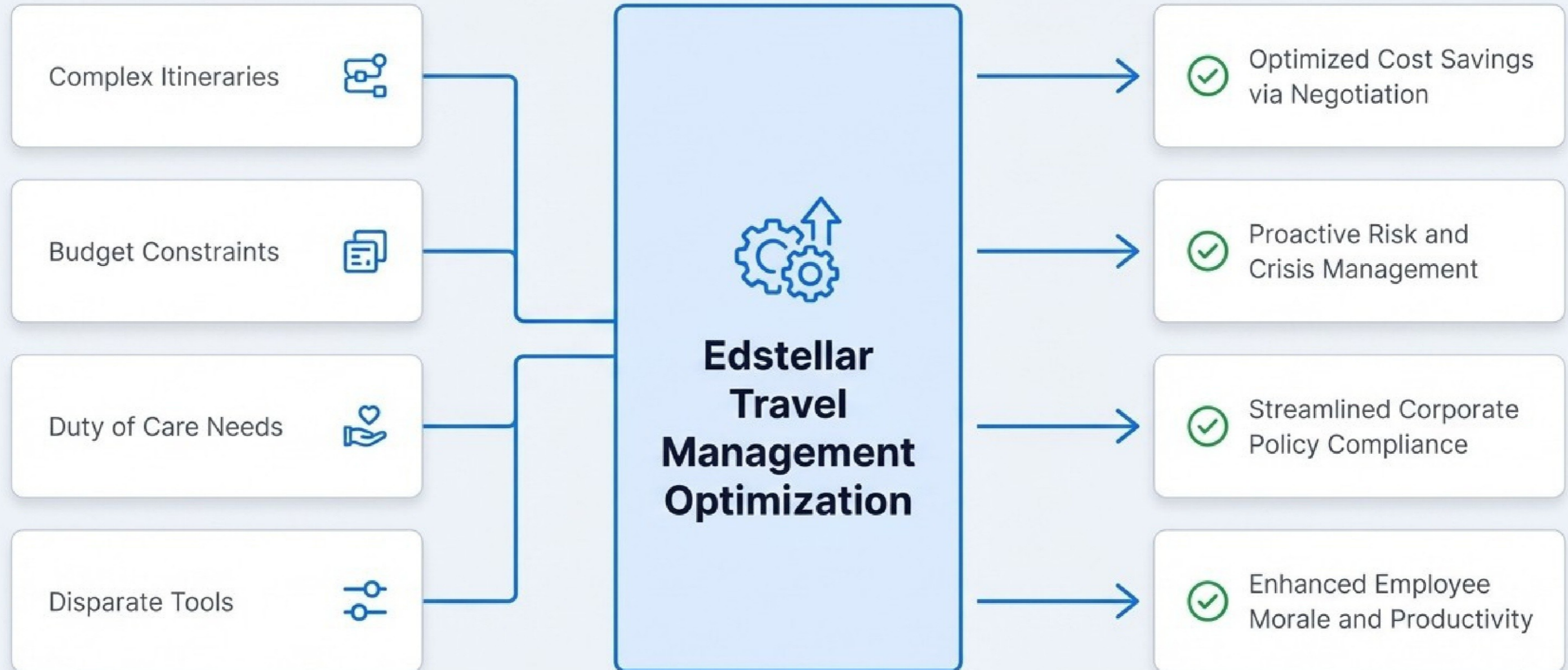
# Phase 3: Financial and Performance Mastery



# The Skill Acquisition Matrix

Core Skill Area	Primary Function	Organizational Value
<b>Reservation Management</b>	Coordinating bookings and ensuring optimal resource allocation.	Enhances operational efficiency and improves traveler satisfaction.
Expense Reporting	Documenting and submitting business-related expenses for reimbursement.	Ensures accurate corporate budgeting and financial policy compliance.
Vendor Negotiation	Communicating and reaching agreements with travel suppliers.	Secures favorable terms, reduces operational costs, and builds partnerships.

# The Value Generation Engine



# Target Audience Alignment



# Flexible Organizational Delivery Models



## Virtual Live Instructor-Led

- Consistent training quality ensuring uniform outcomes
- Seamless schedule integration
- Scalable for large global groups



## On-site

- Tailored workplace learning environment
- Highly collaborative knowledge sharing
- Direct interactions for process demonstrations



## Off-site

- Distraction-free dynamic environments
- Improved team bonding activities
- Dedicated focus away from office interruptions

# Proof of Impact

*“The Travel Management training transformed our team’s entire approach to operational excellence management and execution. The extensive coverage of practical applications optimized processes. We reduced operational costs by forty percent while simultaneously improving service quality standards. Our team’s productivity and solution quality have improved measurably, validating this investment.”*

## **Uday Hamad**

Operations Coordinator

Leadership Development Platform

# The Global Delivery Footprint



**10+ Languages**

Including English, Spanish, Mandarin, German, French, and Japanese.

**100+ Countries**

Delivery capability across international enterprise locations.

# Transform Your Corporate Travel Operations



Equip your enterprise to navigate business mobility with financial efficiency, rigorous compliance, and unparalleled traveler safety.

[contact@edstellar.com](mailto:contact@edstellar.com)

[www.edstellar.com](http://www.edstellar.com)