Mastering Corporate Travel Management: A 1-Week Intensive

17 – 21 May 2027
London (UK)



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Why This Course

Effective corporate travel management is critical for controlling costs, ensuring traveler safety, and optimizing organizational performance. This intensive 1-week program equips professionals with the tools and strategies needed to design and implement efficient, data-driven travel programs. Through practical exercises, real-world case studies, and expert guidance, participants will gain actionable skills to balance cost, compliance, and traveler satisfaction while leveraging modern technologies.

What You'll Learn and Practice

By attending this program, you will be able to:

- Develop and implement comprehensive corporate travel policies.
- Master vendor negotiation strategies to secure optimal pricing and services.
- Implement risk management protocols and duty of care procedures.
- Leverage technology and data analytics to streamline travel operations.
- Balance cost optimization with traveler satisfaction and productivity.
- Design sustainable and environmentally responsible travel programs.

The Program Flow

Day 1: Foundations of Corporate Travel Management

- Introduction to corporate travel management principles
- Travel policy development and implementation
- Stakeholder management and communication strategies
- Travel program benchmarking and KPIs

Day 2: Vendor Management and Negotiations

- Airline contract negotiation techniques
- Hotel program management best practices
- Ground transportation and car rental agreements
- Selecting and partnering with Travel Management Companies TMCs



Day 3: Risk Management and Duty of Care

- Conducting travel risk assessments and mitigation planning
- Crisis management and emergency response protocols
- Traveler tracking and communication systems
- Compliance with global regulations and data privacy standards

Day 4: Technology and Data Analytics in Travel Management

- Travel booking tools and mobile applications
- Expense management systems integration
- Using data analytics for informed decision-making
- Exploring emerging technologies in corporate travel

Day 5: Strategic Program Optimization

- Cost optimization strategies and savings tracking
- Measuring and improving traveler satisfaction
- Implementing sustainable and responsible travel initiatives
- Understanding future trends in corporate travel management

Individual Impact

Participants will leave the course with:

- A customized corporate travel policy template for immediate implementation.
- Practical skills in vendor negotiation and RFP development.
- A risk management and duty of care action plan tailored to their organization.
- A data-driven roadmap for optimizing travel programs and controlling costs.

Organizational Impact

Organizations will benefit from:

- More efficient and cost-effective travel operations.
- Improved traveler safety, satisfaction, and productivity.
- Stronger compliance with regulations and duty of care obligations.
- A forward-looking travel program that incorporates technology, data analytics, and sustainability.



Training Methodology

- Interactive workshops and real-world case studies
- Hands-on exercises in policy design, vendor negotiation, and risk planning
- Group problem-solving and collaborative learning
- Action planning sessions focused on implementing travel strategies effectively

Beyond the Course

By the end of the one week, participants will be fully prepared to:

- Design and manage a high-performing corporate travel program.
- Negotiate with vendors to maximize value and service quality.
- Apply data-driven insights to optimize travel processes and costs.
- Promote traveler safety, satisfaction, and sustainability across the organization.

