

# The Fundamentals of Travel Planning



## Overview

Whilst development of travel plans has become second nature across the UK over the past two decades, it is important to get back to basics with how travel plans should be developed and delivered. As professionals, many of us get involved in some aspects of the travel planning process, but understanding a clear and easy process from beginning to end can really help with planning and delivery.

This course focuses specifically on the successful elements needed to construct, deliver and monitor travel plans and will be helpful for those involved in operations, logistics, HR, property and planning as well as those employed in more conventional sustainable transport roles. Packed with helpful tips and case-studies this one-day course is a must for anyone wishing to develop and grow their skills in travel planning.

## Learning outcomes

On completion of the course, delegates will:

- Have an understanding of the different types of tools they can use to develop effective travel plans
- Understand the travel planning process from beginning to end
- Have an understanding of the effectiveness of different interventions and when to use them
- Be aware of best practice toolkits and resources, monitoring methodologies and systems
- Be equipped with ways of motivating and sustaining engagement and commitment
- Be able to develop an action plan for moving forward travel plans in their own context

## Who should attend

This course has been developed for professionals involved in any aspect of travel planning wishing to develop their knowledge and competence, ranging from architects, planners, property and development management professionals through to those involved in travel promotion, behavioural change, community engagement, logistics, HR, and operational aspects. It will also be a useful refresh for those needing to update their core knowledge and skills.

## Topics covered

- The whole travel planning process
- Barriers to effective travel planning
- Your own situation - applying the process

## Programme\*

### Arrival/refreshment

#### Introduction

- Setting your learning objectives
- Understanding your skill gaps

#### Barriers to Effective Travel Planning

- Typical problems
- Knowledge
- Where to find resources
- Responsibilities and how I fit in the process

### Break

#### Outlining the Travel Plan process

- What makes a quality Travel Plan
- Defining the needs and reasons for a Travel Plan
- Explaining the travel planning cycle
- Marketing and promotion
- Getting and maintaining commitment

### Lunch

#### Your own situation - applying the Travel Plan process

- Completion of an action plan pro forma
- Adapting the travel plan to your own situation
- Identification of your key actions

### Break

#### Reflective learning and planning

- What has worked /not worked – some clear advice
- Helping you with knowledge gaps and tools you can use in your own situation

#### Gaining support and commitment

- Steps you need to take to gain support in your organisation
- Using the 'speed mentor' session
- Review and feedback

### Close

\*Please note that this is a preliminary programme and is subject to change

# The Fundamentals of Travel Planning

## Registration Form

Title	First Name	Surname
Position		
Organisation	Department	
Email		
Telephone		
Address		Post Code
Dietary or access requirements		

### Attendance Fees (Please write amount)

Standard Rate _____ + VAT	CILT/Local Authority/Chairty Rate _____ + VAT
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### Method of Payment

Card Number	CVS Code	Expiry Date
Card Holder's name and address (if different from above)		
Post Code	Purchase Order Number	

Invoice	Invoice name and address (if different from above)
Please attach a copy of your purchase order made payable to PTRC	

Cheque	Enclosed for £ _____ made payable to PTRC
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### Signature Authorisation I have read and accept the terms and conditions

Name .....	Signature .....
Date .....	

### Please return form to

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T: 020 7348 1970 E: [info@ptrc-training.co.uk](mailto:info@ptrc-training.co.uk)

VAT Registration: GB 657355313  
Bank: Barclays PLC  
Sort Code: 20-45-77  
Account No: 50536466



### Terms & Conditions

**1 Registration Form** Applications should be made on the official registration form. Photocopies are accepted. One form should be completed for each delegate attending the event. It is important that all sections are completed legibly. Delegates are advised to retain a copy of the registration form for reference before sending. **2 Fee** Fees include attendance at lectures, lecture notes, lunch and all refreshments unless otherwise indicated. Fees do not include overnight accommodation, breakfast and evening meals unless stated. **3 Acknowledgement** Receipt of a registration form will be acknowledged by email, delegates will be sent an invoice and an email of acknowledgement. Joining instructions, including a map, will be sent to each delegate by email approximately one week before the start of the event. **4 Payment** Unless otherwise stated payment in full must be made at the time of booking. All prices are exclusive of VAT, unless stated otherwise. **5 Cancellation** All cancellations, or alterations to a booking, must be received in writing. To avoid cancellation penalties, substitutes will be accepted at any time, if notified in writing and in advance of the event. Adjustments in fees will be made if there is any change in fee category. Cancellations received in writing up to 7 days before an event will be subject to an administration fee of £75 + VAT or the event delegate fee whichever is the lower. Cancellation within 7 days of the event date or a 'no show', will be liable for the full fee. **6 Disclaimer** PTRC reserves the right to vary the programme and to cancel an event if it is under subscribed or for any other reason. In the event of cancellation, where reasonably possible, PTRC aims to give delegates at least one weeks' notice and the fee will be refunded in full. PTRC will not be held liable for any pre-booked travel, accommodation or similar costs incurred under any circumstances whatsoever. **7 Data Protection** Details will be held on a database in accordance with the 1998 Data Protection Act. Information will be used for internal marketing purposes only and will not be shared with any external organisations.