

## Safe Business Travel

### Programme Aim:

Due to global events, geographical risk factors and cultural peculiarities International travel is identified as an activity having a potential risk to personal safety, so as an employer the safety and security of its employees is of paramount importance. The aim of this programme therefore is to provide staff with a better understanding with regards to the preparation, planning and which protocols to implement and consider when embarking on business travel.

### Learning Outcomes:

By the end of the programme learners will be better able to;

- Implement travel planning and conduct pre travel preparation
- Understand the concepts of security awareness
- Stay safe and secure whilst on the move
- Understand personal security at the airport, hotel and on the street
- Deal with difficult situations such as street crime, terrorism and hostage-taking

### Format:

Business travel can be fraught with danger, especially in the uncertain times we are currently experiencing. This programme has been designed to offer delegates a structured approach to preparing for business travel. The programme will focus on how to effectively plan for a business journey. The group will discuss research methods in relation to studying the location they will be visiting, identifying reputable sources of location information, what documentation to prepare and understanding health and medical factors. The programme will also discuss specific customs, cultural and diversity issues relating to international travel. Delegates will be introduced to the concepts of security awareness and how to operate at a comfortable yet heightened level of personal awareness, this will cover how to identify potential warning signs and danger cues that may be present at the point of departure, during travel and upon arrival. The presentation will discuss a range of situations that could impact on the business traveller, this will include common emergencies, environmental issues, street crime and public disorder as well the threat posed by terrorism and hostage taking. Delegates will discuss a range of options and immediate action procedures with which to counter or avoid the above thereby enhancing their overall personal safety and security.

Programme delivery will be way of group discussion, workshops and power point presentation. Ample opportunity will be provided for question & answer sessions. The course will be supported by handouts.

### General provisions:

- The client will provide a suitable training area at the venue
- Class size limited to a maximum of 20 delegates
- The trainer is first aid trained and will provide first aid equipment

### Duration:

As this is a bespoke course the duration will be based on the clients requirements.