



London TDM

# Administration and Office Management Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 09 November 2025 To 13 November 2025

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

In today's fast-paced business environment, effective travel and meeting coordination are crucial skills that contribute to the smooth operation of organizations. This 5-day professional course is designed to equip participants with the knowledge and abilities to efficiently manage travel arrangements and orchestrate efficient meetings. Throughout the course, participants will engage in practical exercises and learn from real-world scenarios to enhance their coordination skills.

## Objectives

- Understand the fundamentals of travel planning and logistics.
- Acquire skills for effective meeting scheduling and coordination.
- Learn to manage travel budgets and optimize costs.
- Gain proficiency in using technology tools for coordination.
- Develop strong communication skills for stakeholder engagement.

## Course Outlines

### Day 1: Introduction to Travel and Meeting Coordination

- Overview of travel coordination in a business context.
- The role and responsibilities of a travel coordinator.
- Critical skills for effective meeting coordination.
- Understanding the corporate travel policy.
- Basic tools and resources for coordinators.

### Day 2: Travel Planning and Logistics

- Booking transportation and accommodation.
- Creating detailed itineraries.
- Managing last-minute changes and emergencies.
- Visa and travel documentation requirements.
- Collaboration with travel agencies and vendors.

### Day 3: Meeting Scheduling and Coordination

- Identifying meeting objectives and participants.
- Choosing the right venue and setup for meetings.
- Effective use of calendars and scheduling tools.
- Coordinating audiovisual and technical requirements.
- Managing remote and hybrid meetings.

### Day 4: Cost Management and Budget Optimization

- Understanding travel and meeting budgets.
- Strategies for cost-effective travel planning.
- Negotiating with vendors and service providers.
- Tracking and reporting travel expenses.
- Utilizing travel reward programs and discounts.

## **Day 5: Communication and Problem-Solving Skills**

- Effective communication with stakeholders.
- Handling complaints and troubleshooting issues.
- Developing negotiation and decision-making skills.
- Building strong relationships with service providers.
- Evaluating and providing feedback on travel and meeting experiences.