

# Train the Trainer

Helping organisations build  
Fleet Management capacity from within



# Train the Trainer: Purpose

- Increase **local** Fleet Management **capacity**
- Provide organisations with **ready- to-use customizable fit for purpose training material** they can use to deliver in house training through **qualified own trainer**



# Who can participate?

- HQ, Regional or country fleet / logistics managers
- Organisational trainers
- Global or regional sustainability or safety focal points

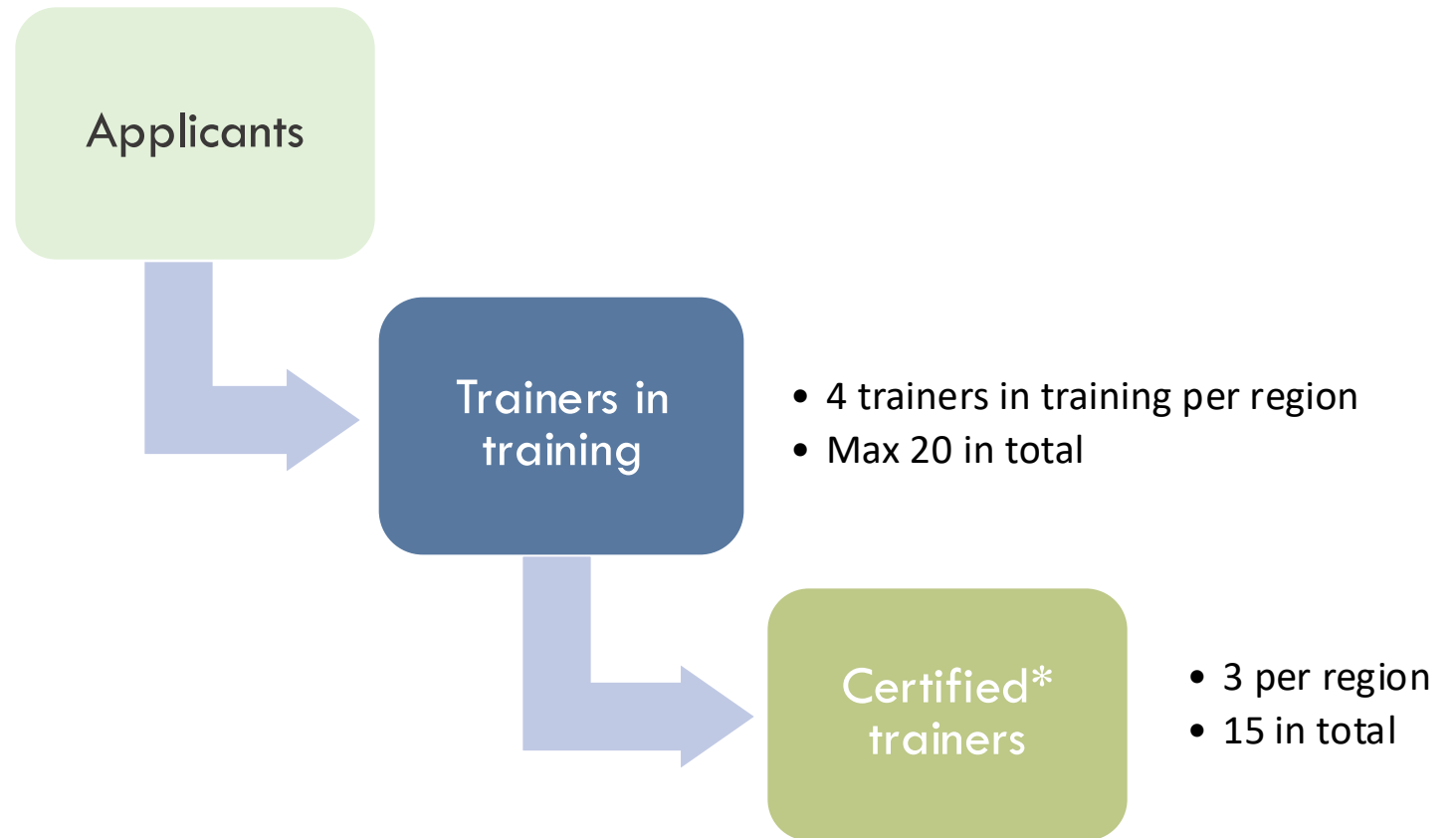


# Selective process

5 regions:

- **LAC**  
(Spanish)
- **Middle East**  
(English and Arabic)
- **West and Central Africa**  
(French and English)
- **East Africa and Southern Africa** (English)
- **Asia**  
(English)

Different organisations



# Application

- [Application online](#)
- Support documentation
- Interview (as requested by trainer)

Application closes on 20<sup>th</sup> December COB.

Results on 6<sup>th</sup> January 2025

- Motivation
- Management support
- Experience
- Evidence of relevancy and “vision” for future trainings
- Availability
- Diversity

# Why join?



# Our expectations for selected trainers in training



Develop & roll out 1<sup>st</sup>  
training April- July 2025



Availability, commitment  
and engagement (approx  
55 hours)



Facilitate own trainings and  
report to Fleet Forum

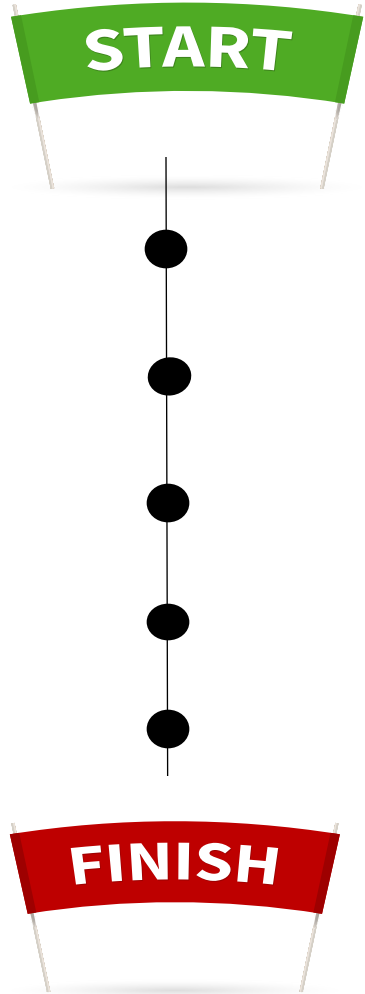
# What will the TtT look like ?

- Ready to use customizable content
- Online TtT self paced learning
- Online Live Workshops
- Observe, Learn and Do (from March)
- Peer Learning
- Individualized coaching





# What will the Program look like?



**Module 1:** Designing the perfect training + discovering the Ready-to-Use Customizable training pack

**Module 2:** Building your Trainer skills

**Module 3:** Practice Prepare and Facilitate your first training session online

**Module 4:** Design and kick off your roll out

Attend FM Fundamentals as an observer (trainer in training)

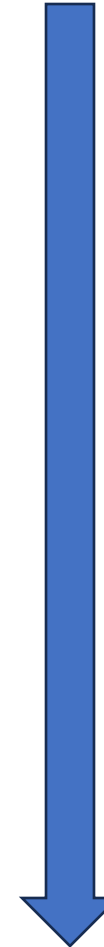
Facilitate a trainer with a FF trainer observing

Support activities and evaluation

Attend or have attended a Fleet Forum Training as a trainee

Workbook to help you design and prepare your first training.

Training prepared and ready at end of module 4; Trainer ready as well 😊



# What a local thematic training could look like



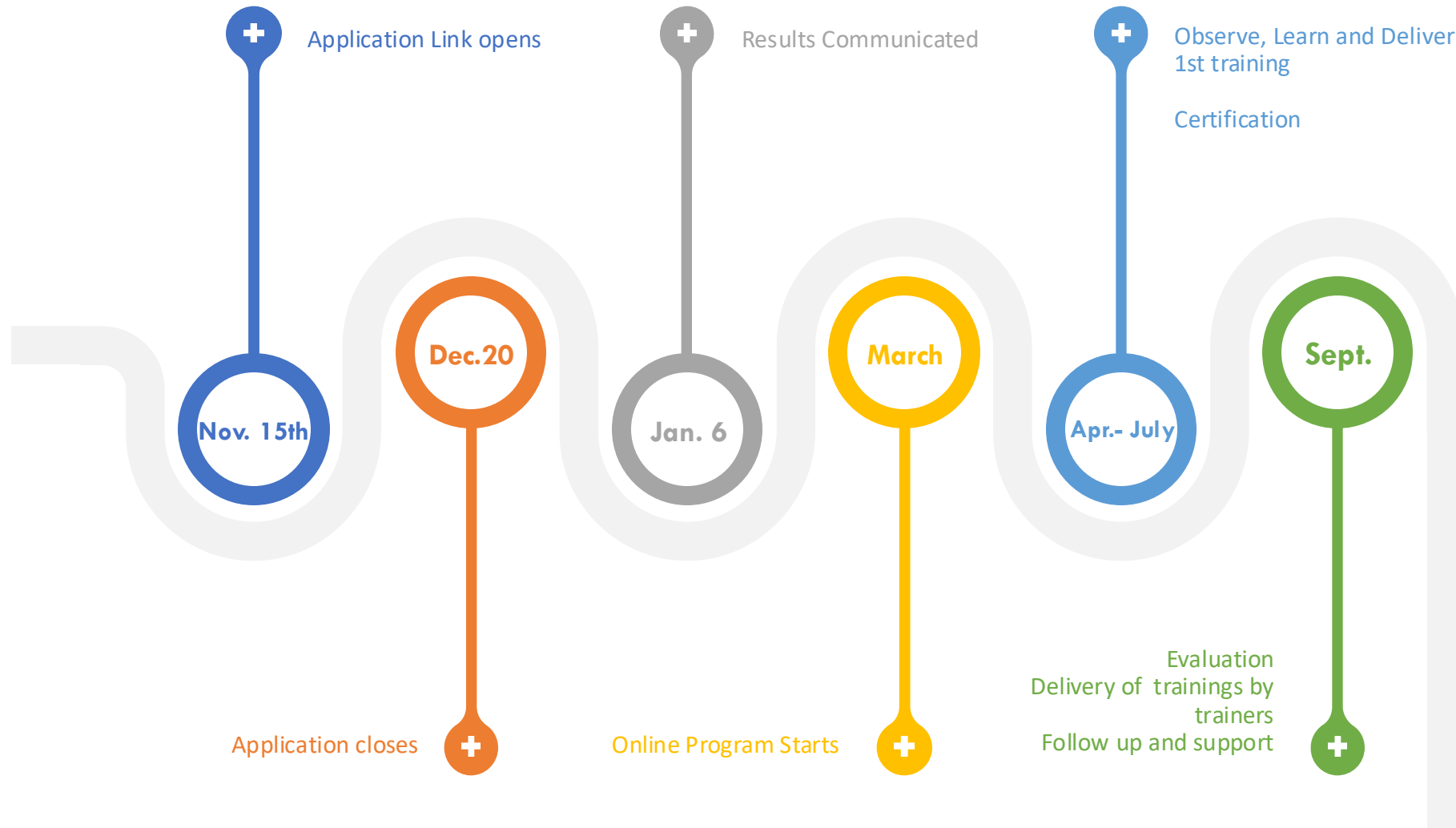
## Safety

- Why safety
- How to report
- Root cause analysis
- KPIs to measure performance
- Action plan

## Data

- Why data
- What data should we collect
- How we analyse
- Leading and lagging indicators

# Timeline



# What happens after the Train the Trainer?

- Continued follow up and support from Fleet Forum
- Reporting requirements
- Evaluation and Quality Control
- Participate in the community of trainers



# The Fleet Forum Association

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