

Administrative Assistant's Guide To Preparing Their Executive For Global Travel

Preparation is Key

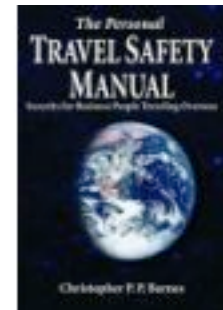
The greatest myth is that “It will never happen to me.” The second greatest myth is “It happens to someone else when traveling overseas.” The world is a dangerous place today to be complacent, business people and especially executives are prime targets for all forms of heinous acts from street crime, kidnapping and terrorism.

This one-day courses teaches the administrative assistants of executives who travel to conduct the background preparation and research necessary for making appropriate reservations from hotels to transportation to meeting venues. As a result, the administrative assistant will be able to produce a travel packet that will include country information, maps, information on threats and areas to avoid, important support numbers such as the U.S. Embassy in the area, and other emergency numbers.

Who Should Attend: All individuals who do planning for others who do global travel.

Course Length: 1 Day

Student Materials: *Administrative Assistant's Guide To Preparing Their Executive For Global Travel Participant Guide, 250 pages*



Benefits

- Keep your boss safe while overseas
- Efficiently and effectively plan a global trip with an eye to safety
- Identify support agencies while overseas
- Reduce risk when traveling

What You Will Learn

- Research skills for learning about the risks and challenges about specific locations
- Trip planning skills to increase safety with air flight decisions, in-country travel and effective emergency responses
- Select safe havens in preparation or as response to an aggressive attack
- Learn how to lower risk of getting stopped while passing through customs
- Create a complete travel packet with comprehensive information to help the executive to stay safe



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