

BUSINESS CONTINUITY AND CRISIS MANAGEMENT | COURSE BROCHURE

Travel Risk Management

5 days | Classroom training | English

SMART HORIZON

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London W2 6BD, United Kingdom

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Course content

Why attend

Organisations have a duty of care to employees travelling for business, especially to higher-risk destinations. This course covers travel risk management: travel risk policies, destination risk assessment, pre-travel briefings, approvals, tracking travellers, medical and security assistance, incident response and evacuation planning.

Incidents abroad can quickly become crises. You will learn to protect travelling employees effectively.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

Destination assessment exercises, policy development, incident scenarios and case studies.

Course objectives

By the end of this course, participants will be able to:
- Explain duty of care for travelling employees
- Develop travel risk policies
- Assess destination risks
- Prepare travellers with briefings and training
- Track travellers and provide assistance
- Respond to incidents and plan evacuations

Target audience

This course is suitable for:
- Travel and security managers
- HR managers
- HSE professionals
- Executive assistants arranging travel
- Business continuity managers



Course content

Target competencies

Participants will develop competencies in:

- Policy design
- Risk assessment
- Traveller preparation
- Incident response
- Evacuation planning

Course outline

Day 1: Duty of Care

09:00–10:08	Legal and moral duties
10:08–11:00	Travel risks
11:00–11:30	**Coffee break**
11:30–11:45	Travel risks (continued)
11:45–12:53	Case studies
12:53–14:00	Exercise

Day 2: Policy and Approval

09:00–10:08	Travel risk policy
10:08–11:00	Risk ratings
11:00–11:30	**Coffee break**
11:30–11:45	Risk ratings (continued)
11:45–12:53	Approvals
12:53–14:00	Workshop

Day 3: Preparation

09:00–10:08	Briefings
10:08–11:00	Training
11:00–11:30	**Coffee break**



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11:30–11:45	Training (continued)
11:45–12:53	Medical preparation
12:53–14:00	Exercise

Day 4: Tracking and Assistance

09:00–10:08	Traveller tracking
10:08–11:00	Assistance providers
11:00–11:30	**Coffee break**
11:30–11:45	Assistance providers (continued)
11:45–12:53	Communication
12:53–14:00	Case study

Day 5: Incidents and Evacuation

09:00–10:08	Incident response
10:08–11:00	Evacuation planning
11:00–11:30	**Coffee break**
11:30–11:45	Evacuation planning (continued)
11:45–12:53	Lessons learned
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Dubai Confirmed dates	16 Nov 2026	20 Nov 2026	**£3,150.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**£1,250.–**
Vienna Confirmed dates	7 Dec 2026	11 Dec 2026	**£2,940.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.–**
Istanbul Confirmed dates	11 Jan 2027	15 Jan 2027	**£2,650.–**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**£1,250.–**
Rome Confirmed dates	1 Feb 2027	5 Feb 2027	**£2,450.–**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**£1,250.–**
Cape Town Confirmed dates	22 Feb 2027	26 Feb 2027	**£1,890.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,450.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,250.–**
Cape Town Confirmed dates	29 Mar 2027	2 Apr 2027	**£1,890.–**
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**£1,250.–**
Rome Confirmed dates	19 Apr 2027	23 Apr 2027	**£2,450.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,250.–**
Frankfurt Confirmed dates	10 May 2027	14 May 2027	**£2,650.–**
Online Confirmed dates	10 May 2027	14 May 2027	**£1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Dubai Confirmed dates	31 May 2027	4 Jun 2027	**£3,150.–**
Online Confirmed dates	31 May 2027	4 Jun 2027	**£1,250.–**
London Confirmed dates	14 Jun 2027	18 Jun 2027	**£2,450.–**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**£1,250.–**
Paris Confirmed dates	5 Jul 2027	9 Jul 2027	**£2,860.–**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**£1,250.–**
Barcelona Confirmed dates	26 Jul 2027	30 Jul 2027	**£2,840.–**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**£1,250.–**
Vienna Confirmed dates	16 Aug 2027	20 Aug 2027	**£2,940.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**
Rome Confirmed dates	6 Sept 2027	10 Sept 2027	**£2,450.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
Amsterdam Confirmed dates	20 Sept 2027	24 Sept 2027	**£2,540.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**
Cape Town Confirmed dates	11 Oct 2027	15 Oct 2027	**£1,890.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**£1,250.-**
Dubai Confirmed dates	1 Nov 2027	5 Nov 2027	**£3,150.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**£1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Barcelona Confirmed dates	22 Nov 2027	26 Nov 2027	**£2,840.-**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**£1,250.-**
London Confirmed dates	13 Dec 2027	17 Dec 2027	**£2,450.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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View the latest course details online