



Essentials of Fleet Management Seminar Agenda
October 7th to 9th
Phoenix, AZ

Monday, October 7th

- 8:30 – 9:45 am **Introductions: NAFA Competency Model and 11 Essentials**
- Brief History
 - Competency Areas
 - NAFA Communities
 - Threshold Knowledge Test
 - Introduce class and instructors
- 9:45 – 10:00 pm *Break*
- 10:00 – 12:30 pm **Professional Development - Motivating Individuals and Groups, Communicating Effectively and Making Ethical Decisions**
- Motivation
 - Communication
 - Decision Making
 - Ethics
- 12:30 – 1:00 pm *Lunch*
- 1:00 – 2:45 pm **Asset Management - Understanding How Fleet Vehicles are Priced, Selected, Utilized and Remarketed**
- Fleet Pricing
 - Vehicle Selection
 - Expense Categories
 - Remarketing
- 2:45 – 3:00 pm *Break*
- 3:00 – 5:30 **Risk Management - Using Insurance, Driver Training and Crash Analysis to Manage Fleet Risks**
- Risk Management
 - Insurance
 - Vehicle Safety
 - Crash Management

Tuesday, October 8th

- 8:30 – 11:00 am **Business Management - Writing Fleet Policies, Evaluating RFPs and Understanding Business Law**
- Fleet management basics
 - Requests for proposals
 - Policies and procedures
- 11:00-11:15 am *Break*
- 11:15-12:15 pm **Fleet Information Management – Understanding IT Terminology, System Implementation, Data Analysis and New Technologies for Fleets**
- Infrastructure
 - Systems Selection
 - Data collection
 - Fleet communications
- 12:15 am –1:00 pm *Lunch*
- 1:00 – 2:30 pm **Fleet Information Management – Understanding IT Terminology, System Implementation, Data Analysis and New Technologies for Fleets (Continued)**
- 2:30 – 2:45 pm *Break*
- 2:45 - 5:15 pm **Financial Management - Making the Lease-Purchase-Reimburse Decision, Understanding LCA and Budgeting for Fleet Replacement**
- Lease-Purchase-Reimburse
 - LCA
 - Budgeting

**CAFMS Study Group 7:00 to 9:00 PM. Exclusive to this EFMS event, we are offering a two-hour Study Group for EFMS enrollees who are pursuing certification. Join our Certification Development Committee members to ask in-depth questions on study materials.

Wednesday, October 9th

8:00 – 10:30 am **Maintenance Management - Determining Maintenance Programs and Staffing Levels and Understanding Basic Vehicle Components**

- Maintenance and repair
- Internal garages or outsourcing
- Tires, oil and ABS

10:30 – 10:45 am *Break*

10:45 - 12:15 pm **Vehicle Fuel Management – Understanding Fuel Options and the Systems to Deliver Them**

- Conventional fuels
- Hybrid vehicles
- Alternative fuels

12:15 pm –12:30 pm **Closing and Certificates**

****CAFM exams have been added**

- Pt I Exams 1:00 to 5:00 PM Wed, Oct 9th
- Pt II Exams 8:00 AM to 12:00 PM Thurs, Oct 10th

Note

- Separate registration is required for these exams through NAFA's website.
- Agenda subject to change