**Travel Itinerary**

**Name / Prepared For: Hiroshi Matsumoto**

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| --- | --- | --- | --- | --- |
| **Event or purpose** | | Management training program | | |
| **Date(s)** | | 8/14-8/15 | **Duration of stay** | 2 days |
| **Leaving from** | | Nagoya Station | **Departure time** | 7:30 (Meeting time 7:15) |
| **Returning to** | | Nagoya Station | **Arrival time** | 14:40 |
| **Mode of transport** | | Train & Bus | **Contact number**  **Contact Person** | 090-1234-5678  Mr. Shimizu |
| **Dates** | **Places** | **Time** | **Associated Activity** | **Notes** |
| 8/14 | ABC training center | 8:00 | Arrive |  |
|  |  | 8:15-10:00 | Attend orientation | Explanation about this program’s purpose and goal |
|  |  | 10:00-11:30 | Introduction to Finance |  |
|  |  | 11:30-13:00 | Lunch | Prepared by training center |
|  |  | 13:30-14:30 | Introduction to Corporate governance and compliance |  |
|  |  | 14:45-15:45 | Human resources management |  |
|  |  | 16:00-16:45 | Coping with stress |  |
|  |  | 16:45-17:15 | Group Discussion |  |
|  | ABC hotel | 18:00-20:00 | A social gathering and dinner at ABC hotel | Moving by bus |
| 8/15 | ABC hotel | 8:00-9:00 | Breakfast |  |
|  |  | 9:15- | Moving to ABC training center by bus |  |
|  | ABC training center | 10:00-11:45 | Group work and presentation |  |
|  |  | 12:00-13:30 | Lunch |  |
|  |  | 14:00- | Depart to Nagoya station by bus |  |

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