



Destination Manager Informational Brochure & Travel Checklist

Aloha!

Thank you for your participation in the Passport Program! Your role in this cross-training or “travel experience” is important to our employees and our organization’s growth and development.

Why Participate in the Passport Program?

Participating in the Passport Program offers employees the opportunity to gain experience in an area outside of their current team or department for a set time period by way of a “travel alert”. The program enables a staff member (the “traveler”) to learn how to execute specific tasks and projects in a functional area outside of their own. In the event of a sudden loss of a team member, having other team members cross-trained in different areas allows the organization to adjust to the change more seamlessly.

The Passport Program benefits our employees, as well as our department, as it promotes future talent, development, and makes us all more familiar with the various functions of our department. By allowing different departments to work together and build or strengthen relationships, there is not only an improved awareness of everyone’s roles within the organization but also an increased sense of teamwork.

Lastly, by participating in the program, not only can team members who have mastered a specific role within an organization build on their leadership skills by training others, but teams may also gain new ideas and practices from travelers with a fresh point of view. This may lead to happier, more productive employees and create an environment with continuous learning that supports employees in their career development and aspirations.

Below is a checklist that may be helpful as you provide training to a traveler visiting your team. Please feel free to use this as a resource during your participation in the program!

Destination Manager Travel Checklist

- Reach out to the traveler once you have been notified that they are going to be training with your team. Arrange an introduction between all parties!
- Discuss the workload of the travel guide (your staff member who will be doing the training)
 - Does anything need to be reassigned? Do they themselves need any training or help in preparing to be the travel guide? Does anything need to be reassigned?
- Add any associated travel dates to all Outlook calendars
- Get on calendar regularly with the traveler, as well as your travel guide
 - How is the experience going? What else can you do to assist or facilitate the experience?
 - Ensure that both parties are using your destination’s travel itinerary to log all training dates, hours, projects, and activities that are being completed.
- Reach out to your departments Passport Program Administrator if you have any questions, concerns, or feedback about the process!