

TO: All Division Managers

FROM: Your Department

CC: Your Department

Aloha, _____!

The Passport Program is a new cross-training program that is being rolled out within the _____. We are so excited to welcome you aboard!

The Passport Program is intended to provide our employees with exposure to all the various functional areas of the department. For example, an employee with significant experience in _____ may seek to gain experience in _____ or _____. The Passport Program provides them with the opportunity to do so! Participating in the Passport Program enables a staff member (the 'Traveler') to learn how to execute specific tasks and projects in a given functional area, by working with another staff member or team (the 'travel guide') for a set period of time.

All teams or divisions within the department that would like to host 'travelers' will need to create an itinerary/brochure that outlines what a 'traveler' will be learning from your team or division. When creating the itinerary, please ensure that the content is project or activity based- what is an example of something that the "traveler" would complete and then be considered to have experience in that functional area, and what are the tasks they would take to complete that activity?

The itinerary will need to be complete with projects/activities, tasks, and the anticipated hours it would take for the "traveler" to complete. Attached to this e-mail are a few examples from the Human Resources Pilot of the Passport Program and a blank work sheet to create your departments itinerary.

Once you have created your division's itinerary please send them to _____. Thank you for your participation in the Passport Program! Should you have any questions or require any additional information at this time, please reach out to our team. We are happy to be of assistance!

Bon Voyage!

