

Aloha!

Thank you for your participation in the Passport Program Pilot. The pilot was extremely successful and could not have been possible without you.

We are working on adding and refining all program documents and have attached your current itinerary for you to review and revise. After having participated in the pilot of the program, please take a moment to review your itinerary and make any adjustments as necessary. Some examples may be adjusting the expected duration of certain projects and activities, or adding new projects and activities to your itinerary altogether.

We would also like to take this time to remind you of all the available Skillsoft courses that you may find useful in building or revising your itinerary. As an example, several pilot destination teams had mentioned the desire to add Skillsoft courses as a requirement to their itinerary, such as Excel tutorials or courses in writing skills. Should you wish to add one or multiple courses as a requirement to your team's itinerary, please feel free to do so. To access and view the Skillsoft Library please visit <https://corlearning.skillport.com/> and select "The Library." Please reach out, should you experience any difficulty in navigating the site or all available courses, and we would be happy to assist.

We are asking for revised itineraries, or a confirmation that no revisions are currently needed, by <date>. Please feel free to contact us if you should have any questions, comments, or concerns as we are always happy to assist you. Once again, thank you for your participation.