



Travel Guide: Mid-Travel Checklist

- Schedule meeting with you, traveler and/or manager
 - Debrief with the traveler
 - What is going well? What is the traveler particularly enjoying? Does traveler feel they are benefiting from the training?
 - Does the traveler have anything specific they would like to focus on or devote more time to?
 - Of the project(s) they are currently working on, is there anything they feel that they aren't fully grasping?
- Review initial training schedule
 - Ensure you are abiding by all requirements on their Boarding Pass
 - Evaluate - Does the travel time need to be extended?
 - Have all projects and tasks been completed per schedule?
 - If not, what needs to be adjusted?
 - Communicate any adjustments to the training schedule with your manager, traveler, and traveler's manager
 - Notify your Passport Program administrator of any adjustments to travel and/or extension requests
 - Use an Assessment Chart to evaluate traveler skill level and decide if the traveler is on track to finish the travel experience as intended or requires an extension
 - A Sample Assessment Chart is available in the Appendix
- Ensure all parties complete applicable mid-travel surveys