



Travel Guide: Post-Travel Checklist

- Communicate with both managers (yours and traveler's manager) that all projects and tasks on the team's itinerary have been completed
- Ensure your traveler receives their passport stamp for your destination
- Debrief with the traveler
 - What went well? What did the traveler particularly enjoy?
 - What did the traveler wish they had been able to devote more time to? Is there anything they feel that they did not fully grasp?
 - Suggest a follow-up meeting with the travel for the future
 - If a follow-up meeting has not been scheduled, be sure to schedule a reminder for you to follow up with the traveler 2 to 4 weeks after the traveler experience
 - Offer your assistance with updating their resume
- Debrief with your team
 - What went well?
 - What did the other travel guides enjoy about the travel process?
- Debrief with your manager about the program overall and your participation in it
 - How was the travel experience? What went well? What issues did you encounter?
 - Brainstorm possible changes and additions.
 - Speak with your manager about releasing another travel alert, if desired, and welcoming another traveler to your team
- Send traveler a send-off e-mail; thank them for traveling with your team
 - Thank the traveler for their time and interest in your department
 - Provide specific examples of what you enjoyed about the travel experience
 - Continue your relation post-travel
 - Offer your availability and willingness to answer questions
- Provide a final assessment to measure traveler skills
 - A Sample Assessment Chart is available in the Appendix
 - If possible, create a task-based assessment that allows the traveler to perform a realistic simulation of the work environment
- Ensure all parties complete post-travel surveys