



Traveler Informational Brochure & Checklist

Aloha!

Thank you for your participation in the Passport Program!

Your role in this cross-training “travel experience” is important to our employees and our organization’s operation and development. If you are not familiar with cross-training, it is the process of training one employee to perform a fellow colleague’s job duties and is essential in any organization.

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 for a set time period by way of applying to, and being approved for, 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.

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 divisions 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.

Before you set off on your new adventure, let’s make sure you are ready for takeoff! Below is a checklist that may be helpful as you prepare for your travel experience. Please feel free to use this as a resource during your participation in the program!

Pre-Application Checklist

- Boarding Pass & Passport Booklet have been provided by Departing Manager
- Apply to any travel alerts you are interested to – remember, applications are typically granted on a first come, first serve basis! Attach your approved Boarding Pass to your application.

Pre-Travel Checklist

- If you have not been contacted by the Destination Manager or Travel Guide, reach out and arrange an introduction between all parties.
- Discuss your current workload with your manager prior to your official travel date.
 - Are all high priority tasks in order? Does anything need to be reassigned?
 - When are you going to be training with the other team each week? What is the schedule? Set Outlook calendar appointments when you are going to be training with your Travel Guide.
- Review and discuss the itinerary and expectations with your Travel Guide (staff member who you will be training with). Be sure to ask questions or share concerns.
- Reach out to your department’s Passport Program Administrator with any questions!
- Provide your feedback on your experience with the pre-travel phase by taking the “Traveler pre-travel” survey. The Passport Program administrator will send this to you prior to your official travel start date.

Mid-Travel Checklist

- Use the destination’s travel itinerary to log training dates and hours, and to keep track of all the projects and activities you are completing during your travel.