



# *Traveler Manager Informational Brochure & Travel Checklist*

## **Aloha!**

Thank you for your participation in the Passport Program! Your role in this cross-training or “travel experience” is important to our employees and our organization’s growth and development.

## **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 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.

Lastly, by participating in the program, team members who have mastered a specific role within an organization and may have begun to feel “stuck” can expand or improve their current skills and knowledge. Teams may also benefit by gaining new ideas and practices from team members returning with a fresh point of view. This may lead to happier, more productive employees and create an environment with continuous learning that supports employees in their career development and aspirations.

Below is a checklist that may be helpful as your team member prepares for travel. Please feel free to use this as a resource during your participation in the program!

## **Traveler Manager Checklist**

- Discuss the current workload of the traveler:
  - Does anything need to be reassigned?
  
- Communicate with the traveler regarding their travel (training) schedule with their destination team.
  - Is there a regular schedule each week? Each month?
  - Ensure travel dates have been added to all applicable Outlook calendars
  
- Get on calendar regularly to check in with the traveler:
  - How is the experience going?
  - Do they need assistance with their current workload?
  - Ensure that your traveler is using the destination’s travel itinerary to log all training dates, hours, and all projects and activities being completed.
  
- Reach out to the Passport Program Department Administrator if you have any questions, concerns, or feedback about the process!