



## **BEST BASICS**

### GROUP TRAINING FACILITATOR INSTRUCTIONS

#### **Table of Contents**

- About the Training
- Pre-Training Checklist
- Deliver BEST Basics Training

Thank you so much for facilitating BEST Basics training. For more information, please go to [www.bestalliance.org](http://www.bestalliance.org). If you have questions about facilitating this group training, please email [info@bestalliance.org](mailto:info@bestalliance.org).

## ABOUT THE TRAINING

The approximate length of this training is 45-60 minutes and varies depending on discussion. BEST Basics training is divided into four videos: sex trafficking, how employees can make a difference, how to identify sex trafficking and respond, and labor trafficking.

**QUESTIONNAIRE:** Before and after the training, participants will be asked to answer questions, which can be completed on paper or online.

**REQUIRED VIDEOS:** Begin with the introductory video titled “What is sex trafficking,” and proceed through the videos in order: what is sex trafficking, how employees can make a difference, how to identify sex trafficking and respond, and labor trafficking.

## PRE-TRAINING CHECKLIST

### Two weeks before the training:

- [Order resources](#) if desired. Allow 10 business days for delivery.
  - Ask your HR or appropriate department to share with you any policies or values that address sex buying or sex trafficking. If there are no policies, BEST recommends the following.
    - Regarding sex trafficking or sex buying by an employee, ask for policies addressing illegal behavior in the workplace, procedures for reporting, and/or workplace disciplinary procedures. Bring a printed copy of those policies to the training for you to refer to.
    - Regarding sex trafficking by someone not employed by the organization, decide with your team how suspicions and reporting crimes should be handled. There are a few options for a protocol:
      - Report to a manager or through appropriate internal process
      - Report to a manager of the facility
      - Call 911 for immediate, emergency response
      - Report to the Human Trafficking Hotline (888) 373-7888
- \* When deciding on options to recommend to employees, be sure to consult state and local legal requirements on reporting human trafficking.

### At least one day before the training:

- Complete BEST Basics – Individual Staff Training Course which is available on your “My Courses” page.
- Determine how your staff will take the questionnaire (paper or online) and provide any necessary instructions to your staff.
- Bring a copy of these Facilitator Instructions (this document) to the training.
- Print a paper questionnaire for each participant, if using the paper version.
- Arrange for a computer, projector, and audio for use in the classroom.

## DELIVER BEST BASICS TRAINING

### Pre-Training Questions

As a first step, instruct participants to answer the pre-training questions on the paper questionnaire provided to them or by going to [best-training.org/register](https://best-training.org/register). If using the online questionnaire, provide the enrollment code to register and direct participants to select "Group Training Questionnaire." They will be instructed to stop after completing the pre-training questions.

Note to Trainer: Participants must complete the questionnaire to receive a certificate of completion.

Note to Trainer: Play or pause the videos by clicking on the video itself.

### Video 1: What is Sex Trafficking?

Play "What is Sex Trafficking?"

Sex trafficking always involves (a) force, fraud or coercion or (b) a minor. According to U.S. law, sex trafficking is (a) a commercial sex act (such as prostitution or pornography) induced by force, fraud, or coercion OR (b) a minor is induced to perform a commercial sex act.

Sex trafficking happens to children and adults. When it happens to adults, it involves force, fraud, or coercion. In addition, a person can be trafficked (or "sold") in their own hometowns.

People are more vulnerable when they are away from familiar places and so sex trafficking might frequently involve movement, but it doesn't have to. Human trafficking can happen at any type of business, in any city. And it is happening all over the United States.

### Video 2: How employees can make a difference

Play "How employees can make a difference."

Note to Trainer: As a facilitator, you can ask questions like the following:

1. Would you like to share any examples of what you've seen that raised suspicion of sex trafficking?

2. What products or services of our organization, our suppliers, or customers might be used by sex traffickers or buyers?
3. Where do you think our employees might be most likely to see sex trafficking or buying?

### **Video 3: How to identify sex trafficking and respond**

Play "How to identify sex trafficking and respond."

Note to Trainer: Start a discussion by asking if anyone knows the organization policy for sex buying. Discuss the policies and procedures that you are aware of with regard to sex buying or illegal activity.

Note to Trainer: Discuss your organizations' protocol for reporting incidents of trafficking and provide existing policies or protocols. If your organization does not have a protocol, here are a few options to consider:

- Report to a manager or through appropriate internal process
- Report to a manager of the property/facility
- Call 911 for an immediate, emergency response
- Report to the Human Trafficking Hotline (888) 373-7888

### **Video 4: Labor Trafficking**

Federal law divides human trafficking into two basic categories: sex trafficking and labor trafficking.

Play "Labor Trafficking."

In contrast with human smuggling, which is consensual movement across a border, labor trafficking involves the use of force, fraud, or coercion. A person who crossed a border without correct documentation or a foreigner working as a cleaner are not indicators of force, fraud, or coercion.

Note to Trainer: Discuss the indicators listed in the video and additional indicators with your staff.

- A person is controlling or speaking on behalf of another person.
- A person's passport and documents are controlled by another person.
- A person is unsure of their whereabouts.
- A person's pay is taken by another party.
- There is evidence of abuse.

## Final Questionnaire Questions

This brings us to the end of the training. Before I ask you for any questions you might have, I'd like to ask you now to return to the questionnaire and complete the remaining questions. As a reminder, you must complete the questionnaire to receive a certificate of completion for this course.

Note to Trainer: Wait a couple of minutes for individuals to complete the questionnaire.

Note to Trainer: If completing the online questionnaire, participants can download certificates of completion immediately following the training. If completing paper questionnaires, participants will receive their certificate of completion via email within 4-6 weeks of the training date.

Note to Trainer: Question #16 is asked before and after the training to measure whether the training has changed people's attitudes and beliefs about prostitution. Many of your staff might express surprise that prostitution is usually not a "victimless crime between consenting adults" due to the age of entry, the coercion of a controller, or economic factors that cause people to enter prostitution. Once someone is in prostitution, it can be very difficult to exit due to trauma, trauma-induced drug addiction, lack of education or legal employment, a criminal record, low self-esteem, and additional factors.

Note to Trainer: Participants using the online questionnaire will see answers slides for questions prior to completing their questionnaire.

Note to Trainer: Please collect and mail completed paper questionnaires to our office within 2 business days of the training date.

**BEST**  
**1201 1st Ave South, Suite 321**  
**Seattle, WA 98134**

Please feel free to continue working on your questions, but I'm happy to take any questions you might have at this point.

*This training course provides a generalized introduction to human trafficking. Human trafficking laws and requirements vary by region. Please consult an attorney for legal advice.*