

HOW TO TRAIN YOUR STAFF



Step 1: Take the training yourself.

- Access [BEST's Training Center](#)
- Register and use the voucher code: **[INSERT CODE]**
- Select and complete Individual Manager Training
- After registering, you can log in to this site at any time at training.bestalliance.org

Step 2: Decide how you want to distribute the training to your staff.

Many hotels use a mix of these two training options (available in English and Spanish):

- **Option 1:** Individual Training is taken by staff and managers using a computer.
- **Option 2:** Group Training is provided to groups of staff and managers by a facilitator who follows a facilitator guide. The facilitator may be an owner, manager, or hotel employee.

Step 3: Get your staff trained.

- **Option 1: Individual Training**
Copy and paste the [Sample Individual Training Email](#) and send to staff and managers who will take the individual training. Make sure to include the voucher codes.
- **Option 2: Group Training**
Copy and paste the [Sample Group Training Email](#) and send to your employee(s) who will facilitate the group training. Make sure to include the voucher codes.

Step 4: Your staff members will receive certificates of completion from BEST.

If you want to document staff completion, ensure you have a way to collect the certificates from your staff. As a reminder, please check with your local governments to verify and meet all human trafficking prevention training requirements.

PRINTED RESOURCES

BEST has printed resources available to reinforce the training. [Download an order form.](#)