

HOW TO TRAIN YOUR STAFF



Step 1: Take the training yourself.

- Go to [BEST's Training Center](#).
- Register with the Individual Training Course enrollment code.
- Complete the course.

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

Step 3: Train your staff.

- **Option 1: Individual Training Course**
Copy and paste the [Sample Individual Training Email](#) and send to staff who will take the individual training course. Include the Individual Training Course enrollment code.
- **Option 2: Group Training Course**
Copy and paste the [Sample Group Training Email](#) and send to your employee(s) who will facilitate the group training. Include the Group Training Course and Group Questionnaire enrollment 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. Please check with your local governments to verify and meet all human trafficking prevention training requirements.

BEST PRINTED RESOURCES

Printed resources are available to reinforce the training. [Download an order form](#).