

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.