

# Hotel Training Facilitator Tool Kit

## ***Several Weeks Before Training Date***

- ✓ If desiring to have a co-facilitator, make those arrangements within your organization
- ✓ Contact hotels / motels to request training opportunities.
  - Use *Why Use the INAHT Training Video?* document as a guide
  - Invite them to watch the two and a half minute ‘trailer’ that provides a brief sample of the training video
- ✓ Make arrangements to have posters, quad-fold handouts, plastic sleeves for audience
- ✓ Consider placing the PowerPoint, video links, website links, and PDF documents on a thumb drive to assure access
- ✓ Video links:
  - Two-Minute Promotional Introductory Video: [NAHT "No Room for Trafficking" Promotional Video](#)
  - [NAHT "No Room for Trafficking" Training Video](#) (English)
  - [NAHT "No Room for Trafficking" Training Video](#) (English subtitles/transcript)

## ***One Week Prior to Training Date***

- ✓ Call hotel manager to confirm all arrangements
- ✓ Date for training
- ✓ Meeting location
- ✓ Conference room availability
- ✓ Audience size
- ✓ Audience language mix
- ✓ Training room set-up
  - Tables and chairs to accommodate audience size \*
  - Availability of projector \*
  - Availability of screen \*
  - Availability of laptop and HDMI cord (if necessary, make arrangements to provide your own laptop with HDMI cord of sufficient length) \*
  - Availability of internet access (Wireless? Password?) \*
- ✓ Complete the arrangements to have posters, quad-fold handouts, plastic sleeves for audience
- ✓ Make arrangement to meet with hotel manager at least an hour before training meeting:
  - To discuss training
  - Review [www.StopHTIowa.org](http://www.StopHTIowa.org) FAQs
  - To discuss process of uploading test results
  - To discuss how to request hotel certification
  - To discuss displaying certification poster
  - To encourage hotel manager to create a human trafficking response team for their hotel, composed of hotel manager, someone in law enforcement and a human trafficking victim advocate

## ***One Day Prior to Training Date***

- ✓ Test sheets (and an answer sheet) in needed languages

- ✓ Training video link in needed language
- ✓ Training PowerPoint
- ✓ Required training session equipment (\* see above)
  - [https://stophtiowa.org/sites/default/files/reference/HT\\_quiz\\_blank.pdf](https://stophtiowa.org/sites/default/files/reference/HT_quiz_blank.pdf)
  - [https://stophtiowa.org/sites/default/files/reference/HT\\_quiz\\_answers.pdf](https://stophtiowa.org/sites/default/files/reference/HT_quiz_answers.pdf)

### ***On Training Date***

- ✓ Arrive at training location an hour before meeting start time, with laptop, handouts, and training material
- ✓ Inform staff and hotel manager of your arrival
- ✓ Set up and prepare training room
- ✓ Tables and chairs
- ✓ Water for participants, if available
- ✓ Laptop with PowerPoint prepared to start
  
- ✓ Quad-fold handouts and plastic sleeves
- ✓ Poster available for hotel
- ✓ Test the electronics and software to make sure they all function
- ✓ Check the links on the PowerPoint slides to confirm that they are operational

### ***After Training Session***

- ✓ Assist hotel manager to upload test results and request certification from DPS if all employees have completed training and received 100% on the test, via [www.StopHTIowa.org](http://www.StopHTIowa.org)
- ✓ Retrieve excess materials and equipment
- ✓ Review session with hotel manager, offering continued support on human trafficking awareness

### ***After Training Date***

- ✓ Maintain contact with hotel manager until they have formed hotel relationships with someone from law enforcement and a human trafficking victim support advocate

\* Indicates training session equipment and supplies