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Travel Agency Training Checklist

This Travel Agency Training Checklist is designed to ensure that all our new and existing employees get comprehensive training. It aims at covering all the essential areas needed to deliver excellent services to our clients and manage operations efficiently.

General Orientation

- ☐ Understand the company's mission and vision
- ☐ Review company policies, including health and safety, equal employment opportunities
- ☐ Meet the team and key departments: operations, marketing, finance
- ☐ Tour the office facilities
- ☐ Review of employee handbook and contractual obligations

Systems Training

- ☐ Understanding how to use customer relationship management (CRM) software
- ☐ Training on reservation and booking software
- ☐ Familiarization with internal communication tools
- ☐ Learn to manage and update the company website and client portal
- ☐ Understanding data privacy and how to handle sensitive customer data

Product Knowledge

- ☐ Learn about different travel packages and products offered
- ☐ Understanding terms and conditions of suppliers (airlines, hotels, etc.)
- ☐ Destination training: focal attractions, best seasons to visit, cultural sensitivities
- ☐ Travel insurance and its implications
- ☐ Emergency handling and contacts for travelers abroad

Customer Service Skills

- ☐ Build rapport and listening skills

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