

I T Travel Group



Home Based Travel Training

Today's technological advances in travel industry reservation software and access to the Internet have made it possible for future travel business entrepreneurs to **learn** as well as **earn** by operating a travel business from home.

International Travel Institute, the training division of I.T. Travel Group, has developed a training program for independent contractors.

Two Modules of training are offered at a cost of **\$250 per each module:**

Enrollment procedures:

- Complete IC Application Form
- Pay initial \$250 for Module 1
- Pay \$250 for Module 2
- File d/b/a prior to completing Module 2
- Sign and return IC Agreement

- **Module 1> TRAVEL INDUSTRY & VENDOR FAMILIARIZATION**

The theory training exercises focus on the student gaining product knowledge of the primary airlines; cruise lines, car rental companies; hotel chains; and tour operators sold from the Houston marketplace. Examples of these travel industry suppliers are: Carnival and Princess Cruise Lines; Funjet Vacations (all companies); Continental Vacations; Air Jamaica Vacations; Sandals & SuperClubs and the Marriott Hotel Excellence program etc.

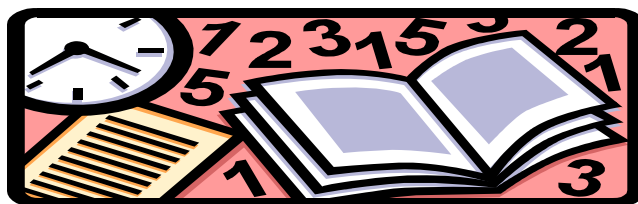
The curriculum and worksheet exercises for Module 1 are designed to be completed within thirty - 30 days. The thirty-day timetable is based on the student completing the exercises during evening and weekend hours. The student may accelerate their completion time.

- **Module 2> THE ELECTRONIC RESERVATION PROCESS**

The electronic reservation training module exercises focuses the student's attention on learning the many uses of the Amadeus system for making reservations for airline, car rental, hotels, cruises and tours. Students learn to use the basic format entries, but also the newest technology of booking reservations by learning the use of the many Amadeus Macros and Wizards to shortcut the reservation format process. Further, training exercises are also included for the Vacation Access (VAX) Internet booking system offered by The Mark Travel Company.

Also included in this module is distribution and review of International Tours of Houston's Policy and Procedures manual. The manual describes and explains the internal working procedures established to facilitate the booking and ticketing process of the ICs clients; review of Preferred Travel Industry Suppliers and applicable sales commission; review of marketing & promotional aids supplied by the Preferred Vendors and the general accounting & office procedures.

The curriculum and worksheet exercises for Module 2 are designed to be completed within sixty (60) days. Students may accelerate their completion time.



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Module 1 – Travel Industry & Vendor Familiarization

The Independent Contractor (IC) will receive the following in Module 1:

- Three ring binder w/tabs for organizing study data
- IATAN Geography Videos & Worksheets–
“Everything You Wanted to Know about Geography”
“Europe Made Easy”
“Asia Made Easy”
“Latin America”
- CLIA Videos & Worksheets –
“Introduction to Successful Cruise Selling”
“CLIA – Effective Telephone Sales Techniques”
- Disney Video, Brochure & Worksheet – “Disney Cruises”
- Carnival Video, Brochure & Worksheet – “Celebration”
- Princess Alaska Cruises Video, Brochure & Worksheet –
- Hawaii Video w/Blue Sky Brochure and Worksheet
- Video & Worksheet – “A Video Guide to the Car Rental Industry”
(Video by ALAMO Rent A Car – Worksheet by ITI Staff)
- Hotel Excellence! – Hotel Sales Training Program w/worksheets and exam
(By - Marriott Hotels. Upon completion and passage of the Marriott exam, IC would be eligible for Marriott’s Fam-Tastic room rates at there many properties).

- Video & Worksheet – “Las Vegas – Open 24 Hours”
(Video by Las Vegas CVB - Brochure by Funjet - Worksheets by ITI Staff.)
- Mexico Vacation Package Brochure and Worksheet
(Brochure by Continental Vacations - Worksheets by ITI Staff)
- Video & Worksheet – “ Cancun – The Beginning of a Great Vacation”
(Video by Cancun CVB – Worksheet by ITI Staff)
- Sandals Resorts & Super Clubs Resorts Brochures, Worksheets and Videos
- Specialty Travel Index of Tours & Worksheet
- Travel Insurance Brochures & Worksheets

Upon completion of the video and worksheet exercises in Module 1, IC may request a General Review questionnaire over Module 1 material and/or to clarify reservation procedures of the vendors with guidance from an ITI staff member. ICs ready to begin Module 2 need only contact an ITI representative to start the process.



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Module 2 – The Electronic Reservation Process

ICs new to Amadeus will find this training material offers basic Amadeus functionality. The curriculum is designed with hands-on practice exercises allowing the ICs time to increase reservation skills but in the convenience of their homes and at a study time of their choice. Home study time may also be supplemented by attending periodic training sessions offered by ITH staff. These sessions are usually offered on Saturday mornings on a twice-monthly basis.

The IC will receive the following for completion of Module 2:

- Amadeus automation workbook
- Access to Amadeus mainframe database for reservations training.

Note: ICs have two options for accessing the Amadeus database – local dialup and via the Internet. Your ITI representative will explain the options offered and verify that your computer hardware and software are compatible with Amadeus.

- Installation Guide
- Getting Started Booklet

The Amadeus curriculum with explanations & practice exercises* in the use of the Amadeus format entries will feature the following:
(*exercises to be completed in the Amadeus training sign-in mode)

Navigate through Windows

Perform split party entries

Sign into various work areas

Access fare displays, pricing, options

Encode and decode entries

Read seat maps and request seats

Find info in AIS and formats Help

Access and work queues

Access, sell from and modify

Stored fares

Create and modify PNR's

Create Profiles

TourSource and VAX applications

Upon completion of the Amadeus automation section, the IC will receive the ITH Policy and Procedure manual. The P&P manual was developed to guide the IC in their future travel booking process to ensure commissionable sales tracking and payment.

