

Managers: Package and Systematize

Your Business Plan Suggests the Systems you Need

Recruiting

- Recruiting plan/contact management*
- Training school information/pre-license
- First visit/second visit package/recruiting
- Manager's presentation book/recruiting
- Letters/testimonials/referrals/recognition book
- Mission, values, marketing book in reception area/training room
- Agent recruiter/ task force materials

Selection/quick start

- Interview questions/selection process
- Follow-up system after interviews*
- Orientation package/new to office
- New agent start-up plan
- Experienced agent start-up plan

Training for Higher Productivity

- Training calendar (for at least one quarter) with series and assignments
- Training manuals with instructor guides
- Train the Trainer systems/process

Coaching/Consulting

- Systems for staff, new, experienced agents
- System for termination

Recognition for Higher Productivity

- Recognition program/system
- Office meetings/agenda
- Newsletters/letters

Our business planning, recruiting, and training products provide many of these systems.

