

Managers: Package and Systematize

The Systems You Need.

The leadership systems available from Carla Cross Seminars, Inc. are in italics. See them at www.carlacross.com.

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

See *The Complete New Recruiter* for recruiting systems and packaging

See *Your Blueprint for Selecting Winners* for selecting packages and systems

See *Business Planning for the Owner, Manager, and Team Builder* for mission/vision/values

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

See *The Complete Recruiter*, *Your Blueprint for Selecting Winners*, *Operations and Orientation Manual and Checklists*, *Up and Running in 30 Days*, *Managers: Putting Up and Running to Work*, *On Track to Success in 30 Days!*, *Managers: Putting On Track to Success to Work*

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

See *Advantage 2.0 facilitator licensing and training program* and *The Real Ultimate Estate Trainer' Guide*

Coaching/Consulting

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

See *Managers: Putting Up and Running to Work*, *Business Planning for the Owner, Manager, and Team Builder*, *Managers: Putting On Track to Success to Work*

Recognition for Higher Productivity/Retention

- Recognition program/system
- Office meetings/agenda
- Newsletters/mailings/voicemails

See *Business Planning for the Owner, Manager, and Team Builder*

