

YOUR Timeline to Develop Your Agent

Use this to plan your new agent's development.

Actions		What to Use	When
<i>Prior to hiring:</i>			
Selection	Get mutual expectations	Commitment letter	Prior to Day 1
<i>After hiring:</i>			
Orientation	Staff uses manual and checklist	Operation manual+	Day 1-3
	Manager uses checklists	Orientation checklists+	
	New agent is accountable to complete checklists		
<i>Up and Running introduction</i>	Prior to starting the Up and Running online program	On the public page of the Up and Running online site	Day 3-7
			Day 3-7
	<u><i>Up and Running in Real Estate</i></u> + (coach them)	<u><i>Up and Running in Real Estate</i></u>	Day 7-70
<i>Coaching Starts:</i>			
Week 1	Coach	Coaches' Corner on the Up and Running site	Every day
Week 2-4	Coach	Coaches' Corner	Every 3-7 days
Week 4+	Coach	Coaches' Corner	Once a week

excerpted from *Up and Running in Real Estate's Coaches Corner* manual. See at <http://upandrinninginrealestate.com>.

