

“I CAN”

HOW TO BUILD “I CAN” PROGRAM MANUAL

Purpose of your “I Can” Program Manual:

As a participant in the “I Can” System, you will be a member of over 50 Teams during the 12 month commitment you have made and each of those Teams only last for one full calendar month. Thus, it is critical to be up and running with proper structure and accountability so you are not stopped by technical or scheduling issues that arise when people do not take care of “dotting the i’s and crossing the t’s.” This Program Manual is designed to have for you at your finger tips all of the names, phones, “My Life in 12 Months” Forms, etc. for each and every Team member, for each and every Team organized for immediate access, as well as all your notes, “to do lists”, and schedules for all of your Team Calls.

System

In addition to tracking your Team calls and Group Members with their information, a separate part of the Binder is dedicated to the System Documents, giving you easy access to the “I Can” System information, invitation and presentation materials to help you get started, and to all the Forms necessary to register and carry out your duties on the Teams.

Assembly of Binder:

All of the forms described in the Table of Contents are numbered as they are found on your “I Can” Program CD. You will need to initially purchase a 1 inch 3-ring binder, a set of 8-dividers with tabs, and a set of 12 dividers with numbered tabs (1-12). The 8-divider set of tabs are to be labeled as follows:

The System

Invitation and Presentation

Team and Team Calls

Group 1

Group 2

Group 3

Group 4

Forms and Appendix

Document 01: Cover Page

Print and insert it on the outside of your binder.

Document 02: Introduction Page as open the binder: "I Can" Program Manual"

Document 03: Table of Contents

Insert immediately after the Introduction Page and in front of the first Divider Tab

INSERT First Divider with TAB: The System

Document 10: The System Document

13 pages describing the System: Registrations, Team Calls, Team Roles, etc. including a colorful Team Role Flow Chart on p.6

INSERT Second Divider with TAB: Invitations and Presentations

Document 20: How to Get Started

Document 21: Business Invitation Letter

Document 22: What Makes Mannatech Unique?

Document 23: Diagram of Organization after 6 Months

Document 24: Additional Resources List

INSERT Third Divider with TAB: Teams and Team Calls

Document 30: Team : All Groups

Document 31: "I Can" Partners Placement Chart

Document 32: "I Can" Consumer Placement Chart

INSERT the 12 Numbered Tabs Here

(Behind Each Numbered Tab as that respective month in your 12 month Program occurs, you will be placing the following three documents:

Form 06: Monthly Contact Manager Form

Form 07: Plan My Schedule Form

Form 08: Team Call Worksheet (one for each respective Team you are on))

INSERT Fourth Divider with TAB: Group 1

Document 40: Team Member Sheet for Group 1

INSERT Fifth Divider with TAB: Group 2

Document 50: Team Member Sheet for Group 2

INSERT Sixth Divider with TAB: Group 3

Document 60: Team Member Sheet for Group 3

INSERT Seventh Divider with TAB: Group 4

Document 70: Team Member Sheet for Group 4

(Each calendar month as new Teams are formed, update the Team Member Sheet for that respective Group, add the new call number and time for the new Team Call, and include the "My Life in 12 Months" Form for each new Junior Associate behind the respective divider for that Group.)

INSERT Eighth Divider with TAB: Forms and Appendix

Registration Forms:

Form 01: My Life in 12 Months

Form 02: Your Team

Form 03: Registration Form

Form 04: Mannatech Terms and Conditions with Signature Required

Form 05: Mannatech Signature Form

Other Forms:

Form 06: Monthly Contact Manager

Form 07: I CAN Plan My Schedule

Form 08: Team Call Worksheet

Form 09: Welcome Letter from Manager SAMPLE

Form 10: Junior Checklist

Form 11: Senior Checklist

Form 12: Trainer Checklist

Form 13: Manager Checklist

Appendix

Append 1: How Teams Function

Append 2: I CAN Plan for Financial Security