

Senior Associate Checklist

Senior Associate is a role I hold in relationship to a new Junior Associate positioned directly below me until they register their 1st partner. I am responsible for 3-4 calls a week with my new Junior Associate to prepare and train them through their 1st full month. I will be a Senior Associate four times.



ENJOY THE PRODUCTS DAILY

REGISTER NEW I CAN PARTNER:

- Assist new Partner** to complete "Registration" (FORM 03) and select Product Pack. Optimal Support Packets recommended as the best value for maintenance level of wellness products, however they may want to purchase a larger pack, which would eliminate the need to upgrade to that pack later.
- Fax or mail "Terms and Conditions"** (FORM 04) and "Signature Form" (FORM 05) to Mannatech.
- Phone registration order to Mannatech** together with new partner: 1-800-281-4469.
- Establish their Automatic Monthly Order (AMO)** for at least **100PPV** (approx \$100 of products every 28 days) at the time of their registration with Mannatech.
- Use the registration process to train** new Jr. Associate on how to register partners.

WELCOME YOUR JUNIOR TO THE TEAM:

- Give my Junior Associate two documents:**
 1. **My Life in 12 Months** (FORM 1). Work with Junior Associate to make their vision come to life.
 2. **My Team** (FORM 2). List their team members and contact information. (They complete their information and return **both forms** to you within **7 days**. **You immediately email/fax/mail** their "My Life in 12 Months to the trainer and manager of the TEAM)
- Send copies of Form 1 and Form 2 of the Junior Associate** to the Trainer and Manager.
- File my copies** behind appropriate *Group Member Worksheet* in my *Manual*.

GUIDE AND TRAIN JUNIOR ASSOCIATE:

- Schedule 3-4 weekly calls** with my new Junior Associate.
- Guide them using the Junior Associate Checklist and Training** (FORM 10); train on how to compile the manual, how the system works, how to use the forms and worksheets, how to invite new partners, and work with them through the 4 week Training.
- Participate in 3-way calls or meetings** to assist Junior Associate in inviting potential partners.

INVITE NEW PARTNERS:

- List 10 names on the Monthly Contact Manager** (FORM 06) at the end of each month, and place behind the tab for the next month's activities.
- Begin contacting these potential partners** the first week of the new month.
- Follow through with potential partners** from previous months as well as new contacts.
- Plan 4-6 hours each week** sharing and inviting and record on *I CAN Plan My Schedule* (FORM 07).

WEEKLY TEAM CALLS:

- Participate in weekly Team Calls**, fulfilling your roles on specific teams each month.
- Participate in the Blitz!** to support other team members when necessary.
- Record all new Jr. Associates** and the related Team Call on the *Group Members Sheet*.
- Prepare a Team Call Worksheet** (FORM 08) at end of month for each new Team call for the following month, and place behind tab for next month's activities. Record all Team calls on *I Can Plan My Schedule* (FORM 07).