

## Trainer Checklist

Trainer is a role in which I am responsible to the team for gathering the statistics in order for the team members to assess their weekly achievements. I will be Trainer for nine Teams.



### ENJOY THE PRODUCTS DAILY

#### GATHER STATISTICS:

- Call each team member to collect accountability data within 24 hours** (a day) before weekly team calls. (i.e.: the Team Call is scheduled for Sunday, the data is collected on Saturday.) Each member will report data results (New Partner, H=in the Hopper; NC=New Contacts; Ref=Referrals) from their *Monthly Contact Manager* (Form 06).
- Report the numbers back to team members** BEFORE team call each week until all team members have their partner. Each member records data on *Team Call Worksheet* (Form 08).

#### SUPPORT SENIOR AND JUNIOR ASSOCIATE:

- Oversee and assist Senior Associate in training of Junior Associate**
- Answer questions or empower them** to find answers.
- Participate in 3-way calls or meetings** to assist 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).