

NAME:

START DATE:



New Distributor Coaching Check List

If you show your new team member how to do what is required to retail and build a team then they can show and coach others how to do the same. This is called **DUPLICATION**.

It is essential therefore that everybody you sponsor is shown the **'HOW TO'**. They can then learn to become competent and have the knowledge and choice to take their Kleeneze Business as far as they wish, without limitation. ***"Give a man a fish and you feed him for a day; teach a man to fish and you feed him for a lifetime."***

The following three steps are a logical sequence that you can follow to ensure you cover the **'HOW TO'**. It is important that you discuss these steps with your sponsor/upline to make sure you are happy with them, before teaching others.

STEP 1 - 1st Week - Registration & Getting Started

- Online Registration** – assist prospect with completion as necessary, including uploading of photo ID.
- Welcome Email** – attaching 'Coaching Check List'.
- New Distributor Training Website** – Ensure your new distributor has visited the team training website www.newdistributortraining.co.uk and fully understands its importance and usefulness.
- Email Links to:** 'Starting & Growing Your Kleeneze Business' video on team YouTube Channel www.youtube.com/system2success and the Business Manual, highlighting info on charges and placing orders etc.
- Training Videos:** For initial retail training direct to 'New Distributor' website and 'system2success' YouTube channel. Then follow up.
- Day Slips etc:** Direct to 'New Distributor' and 'Team Support' websites for useful business building information and to download/print 'Day Slips' and 'Customer Reminders' etc.
- First Catalogue Drop:** 'How To' of catalogue preparation, when & where to drop plus keeping records. Highlight the use of 'F.R.O.G.s'
- 30 & 90 Day Challenge:** Ensure new distributor understands how to earn extra catalogues and cash within first 90 days – details available via 'New Distributor' and 'Team Support' websites.
- Ezereach:** Explain set up and use.

STEP 2 - First Order & Essential Ongoing Training

- Ensure** first order is correctly processed and there is credit to allow fulfilment and delivery.
- Ensure** customer deliveries and payment procedures are understood. (YouTube video)
- Branded Website & Online Shop** - explain set up and effective use.
- Ensure** delivery, returns, errors and account procedures are understood.
- Agree** optimum retail target, (per period), and plan retail over next 3 periods.
- Cover** the principles of building a customer base.

STEP 3 - Sponsoring, Business Building & Coaching

- Understanding Network Marketing** . . . read 'The 45 Second Presentation' (The Basics) book by Don Failla.
- Goal Setting:** Explain the purpose of a 'Goal Board' and writing your goals down.
- Marketing Plan:** Retail Profit, Volume Profit & Royalty Bonuses.
- Sponsoring Activities:** 'Rods in the Pond' Training and plan next 3 periods' activities.
- Sponsoring Tools:** Available on Kleeneze DSA and www.teamresources.co.uk
- Presenting the Business:** How to conduct 1:1 meetings; sending 'info packs/E-info'; follow-up calls.
- Planning, Targets & Tracking:** Agree retail and sponsoring targets. Discuss planning and tracking tools.
- Meetings:** Explain importance of attending and promoting meetings live and online. Recommend and attend monthly webinars at www.teamwebinar.co.uk
- Coaching Check List:** How to use effectively.
- Personal Development:** Recommend the following websites for audio, video, and reading material: www.bidswebshop.co.uk www.knowledgeisking.co.uk www.newdistributortraining.co.uk www.teamresources.co.uk and the Kleeneze Distributor Support Arena (DSA).

Keep in regular contact, give praise and recognition at every step achieved.

Be patient – it may take several meetings/calls to produce a plan and ensure all topics are covered properly.