MENTOR CHECKLIST: LAUNCH A CONSULTANT

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a higher way of life
Independent Consultant

Access training videos and sales tools at: www.wechangelives.us

This checklist will guide you as you help your new team member to launch their business. It's important to understand that this list is intended to be spread out over a week or so, and not completed on day one. Focus on activities that get your new Consultant building their business and learning new skills.

CONSULTANT NAME:_____

TASK	COMPLETED?
Help Consultant to choose their Starter Pak	◯
Help Consultant to choose their Wellness Pak/Smart Subscribe	◯
Help Consultant to access the Training Center	◯
Help Consultant to download Kajabi app	◯
Add Consultant to Social Marketing System & welcome them	◯
Help Consultant to understand the 5 Ps & define their why	◯
Help Consultant to understand how to acquire customers	◯
Help Consultant to understand how to build their team	◯
Help Consultant to set up their website, alerts & payments	◯
Explain the importance & benefits of Compliance Training	◯
Help Consultant to accomplish Fast Start	◯

WEEK COMMENCING:_____

ONGOING TASKS	M	Tu	W	Th	F	Sa	Su
Connect daily to offer encouragement	◯	◯	◯	◯	◯	◯	◯
Talk to their prospects	◯	◯	◯	◯	◯	◯	◯
Help them to enroll customers & Consultants	◯	◯	◯	◯	◯	◯	◯