

Day 1:		
Time	Activity	Key Points
8.30am to 10.30am	Training: What do we do in the sales process, and Understanding personality types	Explaining the process: prospect, list, inspections, negotiate, agreement, exchange, settle and maintain the relationship! Why there is not only one way to do things and how to do it most effectively for that particular personality style
10.45am to 12.45pm	Watching online tutorials, video tutorials, listen to DVD or read book on ???	To understand the way we, at "Agency Name" use our E.g. Database effectively, negotiate effectively, prospect effectively, etc.
1.30pm to 2.15pm	Q & A with "Sales Manager"	Questions on the morning sessions to ensure there has been understanding and development
2.15pm to 5.00pm	Shadowing Sales Administrator	This is to assist you in getting an idea of typical roles undertaken. While you may be able to assist a little, the main reason for this is to observe and develop a better understanding
5.00pm on	Report on key learnings	A written report on what your key learnings from today are, and three things that you plan to do because of this
Day2:		
Time	Activity	Key Points
8.30am to 10.30am	Training: Develop your U.S.P, and Getting the WHY	Developing the key reasons to deal with YOU! This involves understanding the REAL reason people are buying or selling. It is not generally about money.
10.45am to 12.45pm	Watching online tutorials, video tutorials, listen to DVD or read book on ???	To understand the way we, at "Agency Name" use our E.g. Database effectively, negotiate effectively, prospect effectively, etc.
1.30pm to 2.15pm	Q & A with "Sales Manager"	Questions on the morning sessions to ensure there has been understanding and development
2.15pm to 5.00pm	Shadowing a Property Manager	This is to assist you in getting an idea of typical roles undertaken. While you may be able to assist a little, the main reason for this is to observe and develop a better understanding
5.00pm on	Report on key learnings	A written report on what your key learnings from today are, and three things that you plan to do because of this
Day 3		
Time	Activity	Key Points
8.30am to	Training: Negotiation, and	This will involve an explanation of the process and roleplay on doing it effectively

10.30am	The listing presentation Part 1	This will be focused on meeting, building a rapport and the home inspection
10.45am to 12.45pm	Watching online tutorials, video tutorials, listen to DVD or read book on ???	To understand the way we, at "Agency Name" use our E.g. Database effectively, negotiate effectively, prospect effectively, etc.
1.30pm to 2.15pm	Q & A with "Sales Manager"	Questions on the morning sessions to ensure there has been understanding and development
2.15pm to 5.00pm	Shadowing a Sales Consultant	This is to assist you in getting an idea of typical roles undertaken. While you may be able to assist a little, the main reason for this is to observe and develop a better understanding
5.00pm on	Report on key learnings	A written report on what your key learnings from today are, and three things that you plan to do because of this
Day 4:		
Time	Activity	Key Points
8.30am to 10.30am	Training: The listing presentation Part 2, and Prospecting Part 1	This will be focused on the actual listing presentation and securing the listing This involves discussing various ways of prospecting, as well as role play on some ways of prospecting
10.45am to 12.45pm	Watching online tutorials, video tutorials, listen to DVD or read book on ???	To understand the way we, at "Agency Name" use our E.g. Database effectively, negotiate effectively, prospect effectively, etc.
1.30pm to 2.15pm	Q & A with "Sales Manager"	Questions on the morning sessions to ensure there has been understanding and development
2.15pm to 5.00pm	Shadowing a Receptionist	This is to assist you in getting an idea of typical roles undertaken. While you may be able to assist a little, the main reason for this is to observe and develop a better understanding
5.00pm on	Report on key learnings	A written report on what your key learnings from today are, and three things that you plan to do because of this
Day 5:		
All day	This is pay day!	Work with sales manager or salesperson as requested. This will involve open homes, sign erection, prospecting, writing ads, etc as directed by the sales person or sales manager
Day 8:		
Time	Activity	Key Points
8.30am to	Training: Prospecting Part 2, and	This will involve further discussion on various ways of prospecting, as well as roleplay on more ways of prospecting

10.30am	Maximising the effectiveness of your	This will be focused not so much on how to use the database, but mainly on what sort of information should be going in and why it is important
10.45am to 12.45pm	Watching online tutorials, video tutorials, listen to DVD or read book on ???	To understand the way we, at "Agency Name" use our E.g. Database effectively, negotiate effectively, prospect effectively, etc.
1.30pm to 2.15pm	Q & A with "Sales Manager"	Questions on the morning sessions to ensure there has been understanding and development
2.15pm to 5.00pm	Letterbox drop 300 homes	Includes reporting on hoes currently for sale, under renovation, neglected and then adding names to database for anyone you had a discussion with and have relevant contact information for
5.00pm on	Report on key learnings	A written report on what your key learnings from today are, and three things that you plan to do because of this

Day 9:		
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Time	Activity	Key Points
8.30am to 10.30am	Maximising Networking Opportunities, and Goal setting	We will discuss what works and how to make this more effective Why it is important and how it will work for you. We will also discuss what are your key goals?
10.45am to 12.45pm	Watching online tutorials, video tutorials, listen to DVD or read book on ???	To understand the way we, at "Agency Name" use our E.g. Database effectively, negotiate effectively, prospect effectively, etc.
1.30pm to 2.15pm	Q & A with "Sales Manager"	Questions on the morning sessions to ensure there has been understanding and development
2.15pm to 5.00pm	Start your personal database	Add in every person you know in "Agency Name's core area in correct categories and with follow up dates which are relevant
5.00pm on	Report on key learnings	A written report on what your key learnings from today are, and three things that you plan to do because of this

Day 10		
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Time	Activity	Key Points
8.30am to 10.30am	Training: Your personal "Short Form Business Plan" and Time Management	Developing your personal plan so that you, and "Sales Manager" will know you are not only on track to meet the "Agency Name" expectations, but also your own personal goals How to set your day up so you are always doing the most important tasks first and getting those tasks completed every day

10.45am to 12.45pm	Watching online tutorials, video tutorials, listen to DVD or read book on ???	To understand the way we, at "Agency Name" use our E.g. Database effectively, negotiate effectively, prospect effectively, etc.
1.30pm to 2.15pm	Q & A with "Sales Manager"	Questions on the morning sessions to ensure there has been understanding and development
2.15pm to 5.00pm	Prospecting via phone	Minimum of 40 contacts with appropriate notes on database as well as appropriate follow up dates added
5.00pm on	Report on key learnings	A written report on what your key learnings from today are, and three things that you plan to do because of this
Day 11:		
Time	Activity	Key Points
8.30am to 10.30am	Training: 15. Role play on prospecting, and Roleplay on listing objections	Further roleplay on the key prospecting activities that you have decided you will initially focus on We will work on some of the most common objections you will encounter from the start of the listing, to closing the listing when it is appropriate
10.45am to 12.45pm	Watching online tutorials, video tutorials, listen to DVD or read book on ???	To understand the way we, at "Agency Name" use our E.g. Database effectively, negotiate effectively, prospect effectively, etc.
1.30pm to 2.15pm	Q & A with "Sales Manager"	Questions on the morning sessions to ensure there has been understanding and development
2.15pm to 5.00pm	Prospecting of choice	This will be a prospecting activity of your choice, but not to be either letterbox drops or phone prospecting as previously conducted
5.00pm on	Report on key learnings	A written report on what your key learnings from today are, and three things that you plan to do because of this
Day 12:		
All day	This is pay day!	Work with sales manager or salesperson as requested. This will involve open homes, sign erection, prospecting, writing ads, etc as directed by the sales person or sales manager
Day 15:		
Time	Activity	Key Points
8.30am to	More Roleplay on Listing objections, and	We will work on some of the most common objections you will encounter from the start of the listing, to closing the listing when it is appropriate

10.30am	Doing real Estate the "Agency Name" way	What the expectations are, the standards we expect and what our clients can expect from anyone who represents "Agency Name"
10.45am to 12.45pm	Watching online tutorials, video tutorials, listen to DVD or read book on ???	To understand the way we, at "Agency Name" use our E.g. Database effectively, negotiate effectively, prospect effectively, etc.
1.30pm to 2.15pm	Q & A with "Sales Manager"	Questions on the morning sessions to ensure there has been understanding and development
2.15pm to 5.00pm	Prospecting of your choice	Again this is to be a prospecting activity not previously undertaken
5.00pm on	Report on key learnings	A written report on what your key learnings from today are, and three things that you plan to do because of this
Day 16		
Time	Activity	Key Points
8.30am to 12.45pm	Going over all listing material in preparation for listing presentation	This will involve the "Agency Name" listing process, pre list kit, listing presentation booklet, various agency agreements, vendor paid marketing plans, etc
1.30pm to 2.15pm	Q & A with "Sales Manager"	Questions on the morning sessions to ensure there has been understanding and development
2.15pm to 5.00pm	Prospecting of your choice	Again this is to be a prospecting activity not previously undertaken
5.00pm on	Report on key learnings	A written report on what your key learnings from today are, and three things that you plan to do because of this
Day 17:		
Time	Activity	Key Points
8.30am to 10.30am	Decide on who and what property you will be conducting a full listing presentation on	Once decided you will do ALL the actions and steps from receiving the initial lead to attempting to get authority to list. This is your chance to ask any last minute questions before proceeding and to work through any concerns in the process
10.45am to 4.00pm	Prepare 3 CMA's	"Sales Manager" will provide you with details of three properties which are vacant and will be suitable as well as a draft to work on. How to do these should have been covered in Certificate of registration
4.00pm to 5.00pm	Review of CMA's	This will be with "Sales Manager". They will not only discuss the price opinion you have arrived at, but also the method and comparisons you have used

5.00pm on	Report on key learnings	A written report on what your key learnings from today are, and three things that you plan to do because of this
Day 18:		
All day	The main focus of today will be the preparing, attending and reviewing your listing presentation	If you are able to "secure" the listing against good, but not great, listing opposition you will be allowed to attend listing presentations of listing opportunities you have self created. Once you have secured two such listings (without excessive lost listings) you will be eligible to go on the listing roster.
Day 19:		
All day	This is pay day!	Work with sales manager or salesperson as requested. This will involve open homes, sign erection, prospecting, writing ads, etc as directed by the sales person or sales manager