

Welcome Letter

Welcome, and congratulations on making a life changing decision.

It's great to have you on board and I hope you will enjoy your time with us. This folder gives you all you need to get organised for your first six parties.

In the beginning, it will feel like there is a lot to learn. Don't panic! At this stage, you don't need to be an expert – and by the time you have completed your first six parties, you will be surprised at how much you will have learnt. In no time at all it will all seem easy.

If you have any questions at all, there are several of us here to help you. Please make sure you use us, as we want to help you get off to the best possible start.

Contacts

Your recruiter

Name: _____

Phone: _____

Your manager

Name: _____

Phone: _____

Your senior manager

Name: _____

Phone: _____

Customer support

Phone: _____

Hitting the Ground Running!

Your training is made up of five sessions. It is important that you complete the tasks to be done in between the sessions, as it will mean you get maximum benefit from them.

Session 1: Let's begin.

Learn how to get your first parties and how to set them up to be successful.

Session 2: Observation party.

Come out with me to see a real party in action.

Date: _____

Session 3: Practical training.

Receive your sales kit and learn how to do a party.

Date: _____

Your parties can start from this date: _____

Session 4: Recap and paperwork.

A debrief after your first two parties, doing the paperwork and submitting your first order.

Date: _____

Session 5: New consultant day.

Held once a month to familiarise you with company workings, to set goals and to work on any challenges.

Date: _____

Our next team meeting date and time: _____

Weekly Planner

Week: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
am							
Midday							
pm							
Evening							

My Contacts

Relations

Mother, daughter, niece, nephew, aunt, cousin, grandmother, sister, in-laws, father, brother, uncle, son.

Organisations

Health clubs, scouts, sporting clubs, cubs, ballet, veteran groups, women's networking groups, schools, church, kindergartens, theatre groups, art/craft groups, travel groups, senior citizen groups, community groups.

Home connections

Teachers, plumber, electrician, nail care consultant, beauty therapist, dentist, doctor, specialist, gardener, school/preschool parents, postman, handyman's wife.

Friends

New neighbours, past neighbours, relatives, boy/girl friend.

Business associates

Accountant, solicitor, librarian, supermarket staff, bank tellers, hairdressers, workmates and computer tutor.

Anyone who would enjoy making money in a fun, easy way.

Successful Party Checklist

- Host gifts and rewards
- Guest list
- Prospective guests
 - Friends*
 - Neighbours*
 - Family*
 - Children's connections*
 - Work associates*
- Invitations
- A simple supper
- Outside bookings and orders
- Anyone looking for a job
- Check the date when you get home



Observation Party Notes

Here are some things to look out for and think about, as you observe a real party in action.

Host name: _____

Date: _____

- How did the consultant / team manager make the guests feel welcome?
- How was the presentation started by the consultant / team manager?
- How were the host rewards introduced?
- How were the customer specials introduced?
- How many times were bookings mentioned (booking bids)?
- How did the consultant / team manager ask for bookings?
- How many bookings came from the presentation?
- Why did guests book?
- How many times was the business opportunity mentioned (recruiting bids)? What response was there from the guests?
- List any recruiting leads you recognised and why do you think they might be leads?

Discuss your observations with your team manager as you prepare for your own first parties.

To Do List

Here is a list of things to do now, to get you up and running fast.

1. Organise six parties from _____ to _____.

2. Block out training meetings dates in your diary and the next new consultant day.

3. View a training party or, if possible, two.
 - 1) _____
 - 2) _____

4. Receive your kit and session two training on: _____

5. To have ready by the time you receive your kit:
 - Fabric for display cloth (approx 2 metres). Black is best
 - Diary, preferably showing one week at a time.
 - Personalised cheque book and/or credit card for orders (open an account for your business and keep it separate)
 - Calculator
 - Car log book
 - Personal self-inking stamp, including your name, address (optional), phone, mobile and email.

New Consultant Questionnaire

Name _____ Date _____
Address _____ ID No _____
_____ Recruiter _____
_____ Occupation _____
_____ Phone _____
Phone _____ Children _____
Spouse _____
Spouse ph _____ Ages _____

1. What are your reasons for joining this company? *Circle the letters*
- a. Money
 - b. Time out from children
 - c. Self confidence
 - d. Recognition
 - e. Because you love the product
 - f. Bored and need something to do
 - g. Want to start your own business
 - h. Travel
 - i. Social Contact

Other reasons?

2. What are your weekly income goals?

a. Each week _____ c. This year _____
b. This month _____ d. Next year _____

3. What are your business goals?

4. What support would you like from your manager?

5. How much time are you able to devote to the business each week?

6. Training is necessary for success. Are you willing to take part bi-monthly?

7. Do you understand the reasons for *Weekly Catch Up Calls* and are you willing to invest this time each week?

Signed Consultant _____