



### Manager Skills Checklist

(Rate yourself 1-10 on each skill- then use this with your manager to plan your learning over the next few months)  
(How quickly can you get to a 7+ rating in each skillset?)

**Interview**

- Targets: 60%+ Signed/45%+ Show to Training
- Explaining Brainstorm List (without being too overwhelming)
- APEX familiarity and features

**Training**

**Day 1**

- Training Confirmation Calls (day before training)
- Verifying Info upon arrivals + Building Atmosphere/Connection + Introducing Videos
- Phone Jam (first 5+ demos booked in Day 1, 10+ avg 1<sup>st</sup> wknd)
- During PJ- driving best 5 customer focus + building confidence

**Day 2**

- Morning PJ- getting more demos from group
- Managing Group Energy- breaks, during role plays, etc. Texting to Build Confidence during Trng.
- After PR Talk- Manage Duplicates, Edit Names, Send to ConveYour
- Making sure group is paying attention and engaged
- Day 2 PC at end of Trng- Walk through demo schedule- build expectations for sales+communication

**Recruit Generation**

- Social Jumpstart- friending/messaging/scheduling
- Contacting High Schools- emails/announcements/etc.

**PDI**

- 1<sup>st</sup> Wknd (goal 750+ppr)
- Fast Start Management+Building Stable Reps
- Tracking+Driving Demos/CPO
- Staying organized (WebPDI)

**PC's**

- Day2 PC in Trng (creating sales expectations)
- 6-10K PC (for high flying FSers)
- Weekly Newsletter and Scheduling PCs
- Chicken List PC

**PR's**

- Collection/Name Calling+Texting Process
- Sending to ConveYour
- Building PR Culture/Recognition/Promotion
- Running an effective PR Blitz

**Leadership Growth**

- Read One Minute Manager
- Read The Dream Manager

**Team Mtgs.**

- Driving attendance
- Basic Talks- Closing/Recos/Phoning/Recognition
- Delegation/Involvement- making people feel important to the team/making it fun
- Managing an effective Phone Jam
- Building Team Culture

**Manager Development**

- Promoting/Developing MIT's + AM's
- Importance of 7 AM's, what should they be doing besides being consistent with sales?
- Promoting the BM/DM Opportunity to your team

**VectorLive**

- Watched Videos- Knowing how to add/edit interviews/trainings
- ConveYour Unreached/Lost Calls/Office Communications

**Analyzing Business**

- VectorLive Reports- (Which ones to look at/What to look for/How to read them)
- How to Seek Answers from across the company (Reaching out through FB/email)
- How to create a Daily/Weekly/Monthly Recruiting + CPO Plan

**Admin**

- Submitting Base Pay/Fast Start Prizes
- Paid Caller Program- Hourly PR Callers

**Virtual Skills**

- Zoom Proficiency/Lighting/Camera/Professional Background/Internet Speeds/etc.