

CORNERSTONES 101 & 102

Welcome to the team! Before you can close deals, you need the right tools. This two-part series is designed specifically for new agents to get set up, logged in, and ready for business.

Please bring your laptop to both sessions!  **407 S 3rd St # 114, Geneva, IL 60134**

► **101: The New Agent Starter Pack**

Day 1 Essentials: Logins, Setup, & Systems This is your first step to getting "plugged in." We will guide you through:

- Logging into your KW Email via the "You're all set" welcome email.
- Syncing the KW Inspire Calendar so you never miss a training session.
- Accessing the Agent Drive for your new marketing materials.
- A full tour of Command (your business hub) and exporting your contacts.
- Downloading the essential Command App.
- Setting up accounts for KW Canva and Gemini.

CORNERSTONES 101



► **102: Operations & Design for Beginners**

Day 2 Essentials: Transactions & Marketing Now that you are logged in, let's get you working. This session covers:

- How to Create an Opportunity and upload your first compliance documents.
- A deeper dive into Canva to create your first marketing pieces.
- Connect your laptop to the office printer so you are office-ready.

CORNERSTONES 102



**STARTS THURSDAY 2/5 WITH CORNERSTONES 101. CLASSES
ALTERNATE WEEKLY ON THURSDAYS BETWEEN 101 AND 102.**

CORNERSTONES 102 BEGINS 2/12.

