Checklist for Launching a Local Director

The following is a guide for launching a Local Director once they have completed TAN Training. The Launch process includes tasks for logistics, key learnings, understanding key parts of the system, planning of prospecting activity, continual training and skills development.

Launch Checklist	Completed	Review
Schedule 90 minute post TAN Training Review Meeting		
Complete Review of each Workbook Section, Take-outs and complete their Launch Plan		
Paysmart Forms submitted for own Paysmart account		
All collateral submitted to Sarah for set-up		
Jointed TAN Facebook group and encouraged to intro themselves, follow others & post		
Debrief DISC Profile so you understand them better and they experience the Leader Profile		
Get them to book 2 Leader Profiles with people they know		
Get them to book 2 Demo Optimiser Sessions with people they know		
Make sure they have diarised Monday webinar & Boot Camp (guard against other appointments)		
Business Features: Show them your page and make sure they know length & tone of a Post		
Diary Close: Skill Drill with them on how they get appointments from Networking		
Triage Session: Skill Drill with them on flow, models, drill-down questions, CTA for Plans A B C		
BoardRoom Close: Skill Drill with them on Stocktake Sheet, Summary, Models, Menu & COI		
Discuss Networking opportunities, Direct Targeting & people they already know		
Book regular weekly or fortnightly session to review activity and Skill Drill training		
Review Appointment Rate (appts/week) and Referral Rate (from Promo Planner & JVs)		
Make sure they are in contact with their buddy from TAN Training		
Check in with “mojo” use the 4 quadrant Zone if necessary		
Refer them to key webinars or Vault pages to get them answering their own questions		