



MENTORSHIP PROGRAM



Agency University

Learn ★ Grow ★ Prosper

Mentor and Participant Acknowledgment and Checklist

Participant

Pre-program independent coursework

- Watch the Getting Started videos posted on the Mentorship Program website
- Review the Business Plans (long and short); select and complete one of the plans
- Complete the Goal Worksheet
- Complete a Perfect Week Worksheet
- Watch all sales training videos (can be done before or during the session)

Accountability Process

- Attend weekly check-in accountability calls with Mentor
- Submit weekly scorecards

Mentor

- Review the program objectives with the participant and be available to assist the Participant prepare for the program
- Review and support the goals and objectives outlined in the Participant’s Business Plan, Goal Worksheet and Perfect Week Worksheet
- Schedule and facilitate a check-in call with the Participant each week throughout the program
- Follow up/assist Participant submit with submitting all weekly scorecards

(Participant)

(Mentor)

(Participant Manager/Supervisor)

