

# PLANNING WITH YOUR NEW FOREVER BUSINESS OWNER

Name \_\_\_\_\_

Date of joining

ID No.

Tel No.

Email address: \_\_\_\_\_

Tick	<b>Following on from sign up</b>
	Start a new tab in your project book for your team member
	Explain their NDP will arrive in 2-3 working days
	Send/Tag them in the link “welcome video” send “Pre Planning Video”
	Explain they will receive a welcome email from Forever with login details and retail shop web link Get them to contact you when these arrive. If they don’t arrive within 5 days, follow up.
	Add your new distributor to PowerTeam and Nats Here to Help and Nats 6 month and do a welcome message. Explain what the team page is used for, how to use the search bar to look for things
	Explain where the files are kept
	Tag FBO in pinned post on Nats 6 Month Page, ask them to work their way through all links
	Set a date for your 1 <sup>st</sup> Planning Session (within 1-3 days of signing)  Date :
	Set a date for your 2 <sup>nd</sup> Planning Session (3-4 days after 1 <sup>st</sup> planning session) <b>DON’T WAIT A WEEK</b>  Date:
	Ask FBO to start on WDYK List and explain this means everyone they know in any country without pre-judging anyone.

	Ask FBO to decide on two launch dates to be confirmed at 1 <sup>st</sup> Planning Meeting.
	Email pre-planning sheet. Set out expectations that the sheet should be filled in and emailed back before 1 <sup>st</sup> planning session.

<b>Send out the following QLS pods. (www.qlsonline.net)</b> <b>Explain that you expect the ND to watch them before your first planning session.</b>	
	- Setting your Goals – Jayne Leach
	- Developing Your Contact List – Alison Woodleigh/Chris Goldsbrough
	- Retailing – Products – Dr Sylvia
	- Understanding your New Distributor Pack – Sun Moritz
<b>Tick</b>	<b>DAY 2</b>
<b>Keep in touch with them as they will be very excited and you want to keep the excitement flowing. Remember how you felt when you were new!</b>	
	Look on Forever Knowledge for prospective training dates/venues to tell them at their first planning session. List them here for reference.  Network Skills:  Product & Customer Care:  Others:
	Find the date of the next Success Day to tell them. Check there are tickets available.  Date:
	Find their nearest Business Presentation/time/venue/contact person (Look in the most recent company magazine – back page)  Date:
	If they are not local, find a local buddy for them from Powerteam. Introduce them to each other.
	Add them to their local Facebook Business Presentation page. (Find their area on Forever Knowledge)

Tick	<b>1<sup>st</sup> Planning Session (90 mins max) Online 40-50mins</b>
	<p>Focus on their <b>WHY</b>. Spend plenty of time on this.          Try to get them to connect – If you can make them cry, you have found their WHY!          Use Alan Pease’s Primary Motivating Factors and 5 solid gold questions as a support  <b>Make a note of their WHY</b></p>
	<p>Ask how many hours can they commit to building their business?</p>
	<p>Lay down expectations.  <i>“If you succeed in this business, it’s going to be you who creates the success, not me. And, if you fail in this business, its going to be you who creates that failure, not me.          YOU are going to be the difference between success or failure. I’m here to guide you every step of the way but I can’t do it for you. I’m here to work with you, not for you”.</i> (Eric Worre).</p>
	<p>Explain the importance and commitment of training and self-development.          Recommend a couple of starter books,          eg The Secret/Go Pro/79 Network Marketing Tips</p>
	<p>Explain the bin-bag exercise to put away all their normal products from the bathroom as soon as their starter box arrives.</p>
	<p>If their starter box has arrived, go through the products with them briefly, or send them a sheet explaining the products and what they do/how to use them.          Ask them if their family or friends have any health problems – point out the products that they can recommend straight away to people.</p>

<b>Tick</b>	<b>1<sup>st</sup> Planning Session (a)</b>
-------------	--

## **GOALS** (*First Steps to Manager Book*)

Get them to think about some goals – short-term and long-term (Need goals/want goals). This can be quite difficult for someone who has never had to do this before, Ideally they will have made a start on this at home

Make a note of their goals here so you can remind them and encourage them on days when they are struggling.

Ask them to put costs against each goal

Explain that their goals will change over time.

Finally ask them “if they could pick just one goal that they were guaranteed to achieve, which would it be” circle this goal. Then ask them “how would it feel if you didn't achieve this” aim to get them emotionally attached to their goals. Explain that each time they work on their business they are taking a step closer to achieving this goal, each time they can't be bothered to do anything on their business they are taking a step in the opposite direction.

Personal Short Term:

Personal Long Term:

Family Short Term:

Family Long term:

Business Short Term:

Business Long Term:

Tie their goals into the marketing plan on page 6/7

Show them the estimated income figures and show them how quickly they could achieve the extra income they are seeking. Show them where they would need to get to in order to achieve the goal they circled above.

Tell them you will work out a realistic plan that will tie in with the hours they can commit. (Four/Five/Six Month to Manager Plans).

Encourage them to collect pictures of their goals over the next few weeks, to put on a large board, positioned in a prominent place where they will see it every day to motivate them. (Not a closed book).

Tell them to find specific pictures of colour/make/model of car or picture of holiday hotel/destination. The more specific the better.

Tick	<b>1<sup>st</sup> Planning Session (b)</b>
	<p><b>EXPLAIN CCs</b>            How CCs work, 4cc a month. Make sure they understand CC value.            Show them how easy it is to get to 4cc this month – volume map it out for them this month.            Explain that we aim for 4-6cc every month</p>
	<p><b>WDYKL LIST</b>            Ask to see their List. How many names? Aim for 100            If they haven't started yet, this is not a good sign. Emphasise how important this is.            Explain why we make a list and what we use it for.            Show them the memory jogger in the book. Ask them if they know people abroad.            Show them our International Directory book.</p>
	<p><b>PROFILING PEOPLE</b>            Explain profile sheets and how we use them.            Help them to think of five people that they want to tell about their business first.            Begin to build a picture of each person and how to approach them            Encourage them to begin contact</p>
	<p><b>EXPLAIN MARKETING PLAN</b>            Explain the basic positions on the marketing plan and income potential.            Explain basic percentages.            Explain totals to achieve are over 2 months and are a team total.</p>
	<p><b>LAUNCH</b> Confirm dates for two launches and/or Home BP.            Explain what these are/why we do them asap.            Explain what will happen at the launch.</p> <p><b>1<sup>st</sup> Launch:</b></p> <p><b>2<sup>nd</sup> Launch:</b></p> <p><b>Home BP:</b></p>
	<p>Show/Give them Launch Invitations/message to use if appropriate.</p>
	<p>Explain and coach best ways to invite people to the launch.  <b>**REALLY IMPORTANT**</b>            Tell them to make sure to invite double the amount of people the room can hold.</p>
	<p><b>RETAILING</b> Explain all the different methods of retailing products and developing customers (See all methods page 10).</p>
	<p><b>PUPPS</b> Explain Pupps and how to do them.</p>

	<p><b>C9 and FIT Programme</b>          Explain briefly the C9/FIT Weight Management Programme and how important it is to do the plan as soon as they can, if they are planning to retail this product. Emphasise they won't be able to support others on the plan unless they have done it themselves, even if its just the C9 in the early days. Tell them how many CCs it's worth.          Ask them to read up about it as soon as they can and consider it for themselves to tie in their results with their launch dates.          Add them to the Destiny FIT support Page and explain that it is for customers only</p>
<b>Tick</b>	<b>1<sup>st</sup> Planning Session (c)</b>
	<p><b>ORDERING</b>          Make sure they know how to do a basic order over the telephone, quoting their distributor number and item numbers. Explain £50 minimum, deliver charges and pick up.          Give them the telephone number to order – 0844 8756060</p>
	<p><b>BUSINESS CYCLE</b> Explain the business cycle that we all follow.</p>

<b>Tick</b>	<b>1<sup>st</sup> Planning Session Their Homework</b>
	<ul style="list-style-type: none"> <li>- <b>Register on QLS Online</b> (<a href="http://www.qlsonline.net">www.qlsonline.net</a>)</li> <li>- <b>Register on Forever Living</b> (check they have passwords)</li> <li>- <b>Register on Forever Knowledge</b></li> <li>- <b>USE products and recommend to family and friends</b></li> <li>- <b>Continue WDYKL</b></li> <li>- <b>Think of a Business Name (or two)</b></li> <li>- <b>Listen to emailed training from QLS</b></li> <li>- <b>Start setting up a Facebook Business Page (if they want to)</b></li> <li>- <b>Plug into team webinars/trainings</b></li> <li>- <b>Work on Goal Board</b></li> <li>- <b>7-Day Plan</b></li> <li>- <b>Profile first 5 people.</b></li> <li>- <b>Bring 2 folders to next session</b></li> <li>- <b>Order Pupp/C9</b></li> </ul> <p style="text-align: center;"><b>Tasks should be completed before next Planning Session.</b></p> <ul style="list-style-type: none"> <li>- Stress the importance of posting on Team pages and being proactive as a team player.</li> </ul>

**Send out the following QLS pods. (www.qlsonline.net)  
Ask the ND to watch them before your second planning session.**

	- Importance 4cc – Natalie Heeley
	- Your first Launch – Alan Goldsbrough/Natalie Heeley/Sun Moritz
	- Retailing – Customer Trial Pack

**SEND THEM OR TAG THEM THE COMPLIANCE VIDEOS! (1-4)**

**SHOW THEM FOREVER KNOWLEDGE ONLINE PRODUCT TRAINING**

**TAG THEM IN ROLLING TRAINING WEEK 1**

<b>Tick</b>	<b>2nd Planning Session (90 mins) 40 to 50 mins online</b>
	<b>This meeting will not take place unless they have completed the task set at the end of planning meeting 1, explain that you cannot move them on in their business unless the tasks are completed</b>
	<b>This session can be done as a group if you have several new starters</b>
	Start by asking them how they feel, how they are getting on. Not too overwhelmed etc?! Have they faced any negativity? Celebrate any sales etc
	<b>HOMEWORK</b> Review Homework tasks from previous session.
	<b>QLS PODS</b> Ask if they have watched the QLS training (obviously you will already know the answer to this as you receive an email when watched.)
	<b>LAUNCHES</b> If a Launch/BP is near, then discuss the Launch first, practicalities (what they will need, set up, expectations) If a Launch/BP has already happened, then review the event and explain what to do with the prize draw questionnaires, ordering etc Confirm details for next event.
	<b>VOLUME MAPPING</b> Explain what it is and how we volume map, how we break down activity within the team into cc's. Explain how to break down activity into 7-day plans as more achievable. Show them a 4,5,6,or 7 month plan to get to Manager. Connect it with their goals. If people say they just want £250, open their minds to the potential.

	<b>ONLINE WEBSITES/SHOPS</b> – Explain what each site is for, how to use them and help them to set up their own
	<b>MAKING CALLS/CONTACTING PEOPLE</b> Go through the profiles they have done, discuss each one and develop an individual approach to each. practice a phone call with them. Explain we contact/call 3-5 people a day part-time of 5-10 full-time. - support them in their first phone calls Also cover other styles of contacting - email. Facebook messenger, text, face to face
	<b>ONE TO ONE.</b> Show them how to download the presentation from QLS or how to use one online. Explain that you will do their first few 121's but Suggest they ask friends to be a 'guinea pig' and ask for feedback on presentation skills. Send them Faye's 121 recorded training
	<b>BUSINESS PRESENTATIONS</b> Explain the importance of going with/without guest still. Treat it like the night in the office. How to invite someone and what words to use at the end
	<b>GETTING ORGANISED</b> – Explain 2 Folders A to Z and weekly active folder.
	<b>ACTIVITY TRACKERS/POINTS SHEETS</b> Explain Why we use this tool, how we print them out and record information and scores to help us improve and focus on income-producing activity. How to gather stats.
	<b>BUSINESS CARDS</b> Show them your, discuss what to write and where to order.
	<b>QLS LEAFLETS</b> – Resources for leaflets/cards
	<b>SOCIAL MEDIA</b> Go through the do's and dont's (making medical claims, discounting, before & after photos) Tell them to be aware of their own profile/swearing etc. 20/80 rule. All positive, healthy posts! Do not poach
	<b>RECRUITMENT WEBSITE</b> How to set up on Forever Knowledge or FLP360
<b>Tick</b>	<b>2nd Planning Session cont... (1-2 hours)</b>
	<b>Book next two planning sessions – one a week.</b>  Planning Session 3:  Planning Session 4:
	Ensure they are on QLS
	Ensure they are on Forever Knowledge. Upgraded subscription?
	Familiarise them with Discover Forever
	Show them how to order on Forever Living, how to check their profile, volume.

	Show them how to send orders directly to customers, with an invoice to yourself
	Advise Public Liability Insurance – only needed if charging for treatments/doing stalls
	Advise how to register their business
	Check they watched Compliance Videos
	Explain again the benefit of doing the Clean9 and posting on social media

<b>Tick</b>	<b>Homework 2<sup>nd</sup> Planning Session</b>
	<ul style="list-style-type: none"> <li>• <b>Prepare everything for your launch/s</b></li> <li>• <b>Expand WDYKL</b></li> <li>• <b>Set up website shop page</b></li> <li>• <b>Profile another 15 people</b></li> <li>• <b>Print out pipeline/points sheet/activity tracker</b></li> <li>• <b>Make a 7-Day Plan</b></li> <li>• <b>Work on Goal Board</b></li> <li>• <b>Find some Events to book (<a href="http://www.stallfinder.com">www.stallfinder.com</a>)</b></li> <li>• <b>Book some training dates to attend in next few months</b></li> <li>• <b>Order Business Cards</b></li> <li>• <b>Get pupp out</b></li> </ul>
<b>Tag them in Rolling Training Week 2</b>	

<b>Send out the following QLS pods. (<a href="http://www.qlsonline.net">www.qlsonline.net</a>)</b> <b>Ask the ND to watch them before your third planning session.</b>	
	- How to build your business using Facebook – Ange Loughran
	- Making Calls – Chris Goldsbrough
	- Handling Objections
	- First 30 days – Jayne Leach
	- Handling Disappointment – Jayne Leach

<b>Tick</b>	<b>3<sup>rd</sup> Planning Session (1-hour)</b>
	<p><b>This meeting will not take place unless they have completed the task set at the end of planning meeting 1, explain that you cannot move them on in their business unless the tasks are completed</b></p> <p><b>This can be done a a group session if you have lots of new starters</b></p>
	Ask them if they have watched the Rolling Training Weeks 1 & 2

	Check they have watched the last QLS Pods.
	Review points sheets/activity trackers
	Check business cards ordered.
	Contact Marketing (making new friends) - Types: Direct & Service, what to wear, what to take, what to say.
	Customer Care and follow-up - why? when? How?
	Discuss warm and cold market - 1/10 warm market or 1/20 cold market will sign up.
	Other social media – Pinterest/Twitter/LinkedIn

**Send out the following QLS pods. ([www.qlsonline.net](http://www.qlsonline.net))  
Ask the ND to watch them before your fourth planning session.**

	- 1-1 Prep – Robert Symes
	- Customer Care – Tina Rigg
	- Importance of Training – Claire Spencer
	- Personal Development – Jay Bhaj

**Tag them in Rolling Training Week 3**

<b>Tick</b>	<b>4th Planning Session (up to 1-hour)</b>
	Review progress and CCs for the month - 4cc active/base month, promotion
	Review points sheets/activity trackers
	Strengths/Weaknesses - Identify, Praise, train
	Concerns/Worries

Review Business Cycle - do they understand? link to goals, keep momentum and excitement, can they explain to friends and family?
--

<p style="text-align: center;"><b>Send out the following QLS pods. (<a href="http://www.qlsonline.net">www.qlsonline.net</a>) Ask the ND to watch them .</b></p>
--

- Next 30 days – Jayne Leach
------------------------------

- Marketing Plan – Humphrey Gervais
-------------------------------------

- Time Management – Claire Spencer
------------------------------------

- Creating a £4,000 Cheque – Natalie Heeley
---

- Contact Marketing – Julianna Woods
--------------------------------------

<p style="text-align: center;"><b>Tag them in Rolling Training Weeks 4, 5 &amp; 6</b></p>
---