

Mentor Program

Apprentice Agent Guidelines

- Set appointment with Mentee for initial meeting within 48 hours of being assigned
 - Allow 1 hour for meetings.
- Initial meeting
 - Give Agent Mentor Program Documents
 - Copy of Mentor Program Agreement
 - Intro to Mentor Program Letter
 - Copy of Checklist
 - Go over Mentor/Mentee Agreement
 - Go over Mentor Program Introduction
 - Set expectations for agent
 - Set expectations for your availability & responsibilities
 - Discuss onboarding emails & answer any questions
 - Listings to Transfer?
 - MX1 Policies & Procedures
 - MaximumOne.pro Email
 - Contacting Broker Support
 - Paperless Pipeline
 - Board of Realtors
 - HUD Home Procedures
 - Agent Websites
 - Who's Who at MX1
 - Agent Billing, Bill.com
 - Go over Mentee Checklist & check off completed items
 - Go over Post Licensing CE requirements (MX1 Booklet)
 - Specific classes must be taken
 - Allow time for Agent questions / discussion
 - Ask "Do you have q's about anything RE related we haven't covered?"
 - Paperless Pipeline Discussion
 - Mentee **MUST** add Mentor to transaction as Co-Agent
 - Mentee **MUST** submit docs to Mentor before uploading to PP
 - Give Mentee Task, Assignment, Tool and Education

Mentor Program

- First Task is to Read P&P Manual and any onboarding emails unread
 - First Assignment is to begin recording Sphere of 100 w/@ least 1 ave of Contact
 - Record Sphere in Notebook, Spreadsheet, CRM
 - Due by 3rd Meeting
 - First Tool is Paperless Pipeline
 - First Education is Orientation & Paperless Pipeline CE Class
 - Set next meeting to be approx. 1 week away
 - Fill out Meeting Record and copy for Agent
- Subsequent Meetings
- Meeting #2
- What has Mentee been doing to get business?
 - What questions or concerns does Mentee have?
 - Check progress on Sphere of 100
 - Task: Search Real Estate Intro Letter & start writing one
 - Assignment: Continue working on Sphere of 100
 - Tool: Mentor decides based on meeting content
 - Education: Mentor decides based on needed classes
- Meeting #3
- Sphere of 100 w/@ least one ave of contact COMPLETED
 - Introduction Letter written, proof it, make suggestions
 - Answer questions and address concerns
 - Task: Complete Intro Letter & Print if mailing
 - Assignment: Send Intro letter to Sphere of 100
 - Tool: CRM (if applicable) of Mentor Chooses
 - Education: Chosen by Mentor
- Subsequent Meetings
- After meeting #3, Schedule on an As-Needed basis
 - Allow Mentee to ask any RE questions or discuss issues since prior meeting
 - Go over any contract(s), contingency dates, contract checklists
 - Discuss potential compliance & contract issues with Mentee
 - Discuss previous meeting Tool, Assignment, Task, Education
 - Go over Mentee Checklist & check off completed items
 - Allow time for Agent questions / discussion

Mentor Program

- “Do you have q’s about anything RE related we haven’t covered?”
- Set next meeting within next week and TATE
- Important Items to Cover in Subsequent Meetings
 - Accountability Meetings at one of the Branch Offices
 - Importance of Monthly Sales Meeting Attendance
 - What is the Mentee doing each week to get business?
 - Develop and Role Play Buyer Consultation (Until Comfortable)
 - Develop Listing Presentation and Present to Mentor (Until Comfortable)
 - Dialog Practice, Objection Handlers, How to Sound Professional
 - Lead Generation, Time Blocking, Making Calls
 - Goals, Making Adjustments to Plan, Adding Avenues of Developing Business
 - Subject matter deemed necessary by Mentor