

YOU ARE READY

Overview

This section is an overview of your sales training. Once you have completed each chapter and have checked off all areas of comprehension, you will be ready to join the sales team and start selling. All completed areas must be checked off and initialed by both you and your Project Manager.

Activity	Date Completed	Associate Initials	Manager Initials
1. A View from the Top Worksheet			
2. Your Community Worksheet			
3. Your Builder Story Worksheet			
4. Complete "30 Second Pitch" for each topic.			
5. Completed 5 days of Sales Shadowing			
6. Sit through 2 Color Orientations			
7. Built a home on paper using worksheet			
8. Read contract and review with manager			
9. Read HOA Rules and Regs and review with manager			
10. Viewed all training videos			
11. Demonstrated knowledge of JDE to Project Manager			
12. Demonstrated knowledge of the Traffic System to Project Manager			
13. Walked all available specs homes			
14. Walked 1 home under construction with Construction director			

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Activity	Date Completed	Associate Initiale	Manager Initiale
15. Toured amenity center			
16. Met with Social Director and Property Manager			
17. Met with GLF			
18. Met with Closing Coordinator			
19. Completed Comp Shop and presented to Project Manager			
20. Set Sales goal with Project Manager			
21. Presented mock Sales Presentation to Project Manager			

Sales Associate: I verify that I have completed all areas of the above checklist and are ready to start selling.

Project Manager: I verify that the sales associate has completed all required training and is ready to start selling.:

Sales Associate Signature

Date

Sales Associate Signature

Date

