

MANAGER'S MEETING GUIDE

THE 21 MOST IMPORTANT THINGS RECRUITERS WANT TO KNOW

BEFORE YOUR TRAINING MEETING

<p>1. Schedule your training meeting, and send e-mail, voice mail, or memo to all of your team, informing them of date/time. Also, remind them to complete the week's listening assignment.</p>	<p>Date of training meeting: _____</p> <p>Time of training meeting: _____</p> <p><input type="checkbox"/> I have invited my team.</p>
<p>2. Listen to this week's audio lesson.</p>	<p><input type="checkbox"/> I have listened to "The 21 Most Important Things Recruiters Want to Know."</p> <p>Notes:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>3. Key coaching points to remember for this week's training meeting:</p>	<ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____ • _____
<p>4. Develop at least one personal anecdote about this topic.</p>	<p>Notes (What happened? When? How did it affect you, personally?):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>5. Get ready for your training meeting the day before it's going to be held:</p>	<ul style="list-style-type: none"> • Make sure the meeting room seating is arranged for group discussion. • Be sure to have at least one large whiteboard and/or flip chart with markers. • Send an e-mail, voice mail, or memo reminder to your team.

Topics for Discussion/Action at Your Training Meeting on “The 21 Most Important Things Recruiters Want to Know”

- Discuss which of the 21 things described in this audio your recruiters thought were most significant.
- Why did they choose the ones they did?
- Do people agree on which ones are most significant? Why? (Or Why not?)
- Do YOU think they picked the most relevant ones? Why or why not? Be sure to share your thoughts with the group.
- Ask your recruiters to copy their completed Sales Success Worksheets for you by the end of the week. You will be looking for the three things each person said he/she will learn more about, and what they will do about it. Remember to follow up!

SALES SUCCESS WORKSHEET

THE 21 MOST IMPORTANT THINGS RECRUITERS WANT TO KNOW

I listened to *“The 21 Most Important Things Recruiters Want to Know.”*

- Which three of the 21 things do YOU think are most significant?

1. _____
Why? _____

2. _____
Why? _____

3. _____
Why? _____

- Which three of the 21 things will YOU learn more about and/or take action on?

1. _____
What will you do about it?

By when (be specific)? _____

2. _____
What will you do about it?

By when (be specific)? _____

3. _____
What will you do about it?

By when (be specific)? _____

- Bring this worksheet to the next training meeting and be prepared to discuss your answers.