

Introduction Class Certification



Training Manual



**Certified Instructor Training
Certification Sheets**

Introduction Class

Telephone Scripts Memorized

Date _____

Instructor _____

Physical Introduction Class Scripts Memorized

Date _____

Instructor _____

Introduction Class Sales Scripts Memorized

Date _____

Instructor _____

Overcoming Objections Scripts Memorized

Date _____

Instructor _____



Introduction Class Date _____

1st Five Classes (Watch and Learn)

1. Name of Potential Student _____

Instructor _____

Were they confirmed? _____

Were both parents present? _____

Was there an objection? _____ What was it? _____

Did they enroll? _____

What was the attempt to overcome the objection? _____

Notes from Instructor _____

Notes from Instructor _____



Introduction Class Date _____

1st Five Classes (Watch and Learn)

2. Name of Potential Student _____

Instructor _____

Were they confirmed? _____

Were both parents present? _____

Was there an objection? _____ What was it? _____

Did they enroll? _____

What was the attempt to overcome the objection? _____

Notes from Instructor _____

Notes from Instructor _____



Introduction Class Date _____

1st Five Classes (Watch and Learn)

3. Name of Potential Student _____

Instructor _____

Were they confirmed? _____

Were both parents present? _____

Was there an objection? _____ What was it? _____

Did they enroll? _____

What was the attempt to overcome the objection? _____

Notes from Instructor _____

Notes from Instructor _____



Introduction Class Date _____

1st Five Classes (Watch and Learn)

4. Name of Potential Student _____

Instructor _____

Were they confirmed? _____

Were both parents present? _____

Was there an objection? _____ What was it? _____

Did they enroll? _____

What was the attempt to overcome the objection? _____

Notes from Instructor _____

Notes from Instructor _____



Introduction Class Date _____

1st Five Classes (Watch and Learn)

5. Name of Potential Student _____

Instructor _____

Were they confirmed? _____

Were both parents present? _____

Was there an objection? _____ What was it? _____

Did they enroll? _____

What was the attempt to overcome the objection? _____

Notes from Instructor _____

Notes from Instructor _____



Introduction Class

Evaluation of CIT Student 1st Five Introduction Classes

Summarize the CIT candidate's attitude, promptness, building rapport, professionalism and any other categories you deem necessary.

Summarize the CIT candidate's attitude, promptness, building rapport, professionalism, overcoming objections and any other categories you deem necessary.

Rate Student on a scale of 1-5 one being bad to 5 being great

1. Bad 2. Fair 3. Competent 4. Good 5. Great

Attitude () _____

Promptness, having everything ready () _____

Building Rapport () _____

Professionalism () _____



Other Notes _____

Introduction Class

Telephone Scripts Reviewed

Date _____
Instructor _____

Physical Introduction Class Scripts Reviewed

Date _____
Instructor _____

Introduction Class Sales Scripts Reviewed

Date _____
Instructor _____

Overcoming Objections Scripts Reviewed

Date _____
Instructor _____



Introduction Class Date _____

2nd Five Classes (Taking the Lead)

1. Name of Potential Student _____

Instructor _____

Were they confirmed? _____

Were both parents present? _____

Was there an objection? _____ What was it? _____

Did they enroll? _____

What was the attempt to overcome the objection? _____

Notes from Instructor _____

Notes from Instructor _____



Introduction Class Date _____

2nd Five Classes (Taking the Lead)

2. Name of Potential Student _____

Instructor _____

Were they confirmed? _____

Were both parents present? _____

Was there an objection? _____ What was it? _____

Did they enroll? _____

What was the attempt to overcome the objection? _____

Notes from Instructor _____

Notes from Instructor _____



Introduction Class Date _____

2nd Five Classes (Taking the Lead)

3. **Name of Potential Student** _____

Instructor _____

Were they confirmed? _____

Were both parents present? _____

Was there an objection? _____ What was it? _____

Did they enroll? _____

What was the attempt to overcome the objection? _____

Notes from Instructor _____

Notes from Instructor _____



Introduction Class Date _____

2nd Five Classes (Taking the Lead)

4. Name of Potential Student _____

Instructor _____

Were they confirmed? _____

Were both parents present? _____

Was there an objection? _____ What was it? _____

Did they enroll? _____

What was the attempt to overcome the objection? _____

Notes from Instructor _____

Notes from Instructor _____



Introduction Class Date _____

2nd Five Classes (Taking the Lead)

5. Name of Potential Student _____

Instructor _____

Were they confirmed? _____

Were both parents present? _____

Was there an objection? _____ What was it? _____

Did they enroll? _____

What was the attempt to overcome the objection? _____

Notes from Instructor _____

Notes from Instructor _____



Introduction Class

Evaluation of CIT Student 2nd Five Introduction Classes

Summarize the CIT candidate’s attitude, promptness, building rapport, professionalism, overcoming objections, scripts and any other categories you deem necessary.

Rate Student on a scale of 1-5 one being bad to 5 being great

1. Bad 2. Fair 3. Competent 4. Good 5. Great

Attitude () _____

Promptness, having everything ready () _____

Building Rapport () _____

Professionalism () _____

Overcoming Objections () _____

Other Notes _____

Final Grade on Scripts () _____



Introduction Class

Telephone Scripts Reviewed

Date _____

Instructor _____

Physical Introduction Class Scripts Reviewed

Date _____

Instructor _____

Introduction Class Sales Scripts Reviewed

Date _____

Instructor _____

Overcoming Objections Scripts Reviewed

Date _____

Instructor _____



Introduction Class Date _____

3rd Five Classes (Independent)

1. Name of Potential Student _____

Instructor _____

Were they confirmed? _____

Were both parents present? _____

Was there an objection? _____ What was it? _____

Did they enroll? _____

What was the attempt to overcome the objection? _____

Notes from Instructor _____

Notes from Instructor _____



Introduction Class Date _____

3rd Five Classes (Independent)

2. Name of Potential Student _____

Instructor _____

Were they confirmed? _____

Were both parents present? _____

Was there an objection? _____ What was it? _____

Did they enroll? _____

What was the attempt to overcome the objection? _____

Notes from Instructor _____

Notes from Instructor _____



Introduction Class Date _____

3rd Five Classes (Independent)

3. Name of Potential Student _____

Instructor _____

Were they confirmed? _____

Were both parents present? _____

Was there an objection? _____ What was it? _____

Did they enroll? _____

What was the attempt to overcome the objection? _____

Notes from Instructor _____

Notes from Instructor _____



Introduction Class Date _____

3rd Five Classes (Independent)

4. Name of Potential Student _____

Instructor _____

Were they confirmed? _____

Were both parents present? _____

Was there an objection? _____ What was it? _____

Did they enroll? _____

What was the attempt to overcome the objection? _____

Notes from Instructor _____

Notes from Instructor _____



Introduction Class Date _____

3rd Five Classes (Independent)

5. Name of Potential Student _____

Instructor _____

Were they confirmed? _____

Were both parents present? _____

Was there an objection? _____ What was it? _____

Did they enroll? _____

What was the attempt to overcome the objection? _____

Notes from Instructor _____

Notes from Instructor _____



Introduction Class

Evaluation of CIT Student 3rd Five Introduction Classes

Summarize the CIT candidate's attitude, promptness, building rapport, professionalism, overcoming objections, scripts and any other categories you deem necessary.

Rate Student on a scale of 1-5 one being bad to 5 being great

1. Bad 2. Fair 3. Competent 4. Good 5. Great

Attitude () _____

Promptness, having everything ready () _____

Building Rapport () _____

Professionalism () _____

Overcoming Objections () _____

Other Notes _____

Final Grade on Scripts () _____

Received Introduction Class Certification on _____