

# New Jeweler Training Timeline

HELP NEW JEWELERS SOAR TO SUCCESS!



## SESSION ONE (1-2 Hours at Various Locations)

- \_\_ Help her complete contract and leave with you to send to Premier (if possible).
- \_\_ Go through the New Jeweler Folder. Fill in dates for Training Show and Quick Start.
- \_\_ Mark dates on calendar: Quick Start, New Jeweler Orientation, Trainings, Rally, and Regional Conference
- \_\_ Teach the Heart of Premier – To honor God and serve people; to enrich each life we touch; integrity
- \_\_ Discuss jewelry kit and how to tag jewelry.
- \_\_ Prepare for Training Show – #1 Priority – Teach her how to get bookings beforehand!
- \_\_ Hostess coach for Training Show. She wants to get all four bonuses, just as she will coach her Hostess to do. (Verbiage in New Jeweler Folder)
- \_\_ Send necessary word documents via e-mail or discuss Documents CD.
- \_\_ Give samples of Hostess packet, vistaprint.com cards, cheetah bag sponsoring information pack.
- \_\_ Have her read for next meeting, as she can. (Her most important goal is to concentrate on getting bookings!)
  - Jeweler Handbook – portions at a time
  - Watch DVDs and listen to CDs from New Jeweler Kit
  - “After your Kit Arrives” (from Terrells’ Website)
  - “Efficient and Effective Hostess Coaching” (Julie Miller-on Documents CD)
  - Checklist for a New Jeweler (On Documents CD)

## BEFORE THE TRAINING SHOW (Over the Phone)

- \_\_ Continue to Hostess coach her just as she will be Hostess coaching – getting all four bonuses, 2 most important things (reminder calls, \$100 in pre-orders).
- \_\_ Continue to get her to focus on getting a minimum of 6-9 shows on her calendar before her Training Show.

## TRAINING SHOW (Arrive 1-1/2 Hours Before Show)

- \_\_ Walk through what will happen during the Training Show – what her role is for the show.
- \_\_ Explain that sponsor will handle customer orders and do checkout with guests.
- \_\_ Teach her how to get dates on her calendar while AT THE SHOW!
- \_\_ New Jeweler stays at jewelry table with guests to build relationships. Focus on jewelry and dates for shows.
- \_\_ Sponsor will send those who book a future show to Jeweler to get a date on her calendar. Sponsor will also send those who will sit down for an O.P. to help new Jeweler learn how to share the marketing plan. Sponsoring Jeweler pays for incentives for anyone from Training Show who sets a date and meets for an O.P.
- \_\_ Help her get started on closing her show. She can finish it out later.
- \_\_ Set date for Session Two. (Should be before new Jeweler’s first show on her own)

## SESSION TWO (2-4 Hours at Sponsor’s Home)

- \_\_ Role play booking activity.
- \_\_ Role play sponsoring activity.
- \_\_ Discuss Checklist for a New Jeweler handout.
- \_\_ Decide on the gifts/incentives to order – Order through Premier Incentives or Precious Collections.
- \_\_ Show office set-up and any organizational tips.
  - Set up a few Hostess folders – Discuss the organizational process of the Hostess and the show once it’s booked.
  - Stress good communication – return calls within 24-48 hours.
  - Discuss what to do with Guest Surveys (Yes, No, Maybe Later folders).
  - Discuss Replacement/Exchanges – walk through a couple of scenarios.
  - Discuss Hood and House data entries, if applicable (i.e. how to log in expenses and mileage).
- \_\_ Take her to Precious Collections (8000 Harwin #565, Houston, TX 713-339-1144), if applicable.

## SESSION THREE – NEW JEWELER ORIENTATION TRAINING

(2-3 Hours at Various Locations)

- \_\_ Meet for dinner if possible before the Orientation, and go with her to the training.
- \_\_ Discuss Julie Miller’s Sponsoring notes (“Learn to Lead by Duplicating Yourself”).
- \_\_ Assign her to watch the Drapers’ OP (on Draper website) at least twice. Have her practice and take notes.
- \_\_ As possible, she should set up 1-on-1s and bring them to Sponsor until she sponsors and has a track record.