

## Internship Orientation (*Intern Name*)

### Important:

- *Take notes!* (Are you really sure you will remember everything?)
- *Do not assume anything!* Always, always ask questions so you know why you are supposed to do a certain task, or why and how it should be done a certain way!

### **Day 1 Agenda (date)**

#### **9:15 am: Welcome**

1. Introduce Team

#### **9:30 am: Office Facilities and Procedures**

1. General Facilities:
  - a. Walk through of the office
  - b. Workspace, computer, basic office supplies
  - c. Location of rest rooms
  - d. Parking and transportation
2. Dress code for:
  - a. Office – Business Casual
  - b. Presentations/Meetings/Events – Take it up a notch.
3. Office procedures:
  - a. Lunch breaks: Up to 30 minutes; time might vary depending on business needs. Intern should coordinate with the rest of the team members if he is planning to step out of the office for lunch breaks.
  - b. Office hours
    - i. General office hours are 8:30 am to 5:00 pm, Monday to Friday, but intern is allowed flex time with supervisor approval.
    - ii. Explanation of Results Only Work Environment and how to reach us when needed.
  - c. Weekly team meetings
  - d. Phone messages/phone answering procedures/phone scripts
  - e. Computer system and software
  - f. Z drive and paper files
4. Who to go to with questions and/or challenges

### **11:30: Team Meeting**

1. 14 Points of Culture and Acknowledgements
2. WIFLE
3. Current Weeks Agenda

### **12:00 pm: Lunch**

### **12:30 pm: Paperwork**

1. Enter intern emergency contact info into Salesforce
2. Forms:
  - a. Letter of Agreement
  - b. Confidentiality Agreement
  - c. Social Security Number
  - d. Legal paperwork:
    - i. I-9 Form
    - ii. W-4 Form: In order to have no Federal Income Tax deducted check line 7. The form will be kept in company files but is not required to be filed with the IRS.
  - e. Bank account

### **1:30 pm: Get the learning started**

- Begin watching videos:
  - Welcome to Action
  - Why Have a Coach
  - THE system
  - The 13 Step Sales Process
  - Target Marketing
  - 90 day plan
  - The Full Ladder
  - Be x Do = Have
  - Change Formula
  - 6 Steps #1 Mastery
  - 6 Steps #2 Niche
  - 6 Steps #3 Leverage
  - IVVM
  - Identity Iceberg

### **3:30 pm: Assignment**

- Watch 4 You Tube videos (“ActionCOACH Team Sage”)

- Look up ActionCOACH Team Sage on Facebook (check out the type of posts we make – write down your thoughts, questions and ideas)

**4:00 pm: Time for questions**

***Day 2 Agenda (date):***

**9:00 am: Get Set-up for day**

1. Questions
2. Review of the Day
3. Anything unfinished from day before

**10:30 am:**

- Assignment: Read and Review our current Marketing Plan
  - Write down your questions, thoughts and ideas
  - Review of the plan.
- Review of our plan | the who, what, where, why, when and how.
- Hand out position description and key accountabilities

**12:15 pm: Lunch**

**12:45 pm: Office Access**

- Office key
- Assign passwords:
  - Server
  - Infusionsoft
  - Email with email signature

**1:00 pm:**

- Continue training
  1. Actioncoachteamsage.com/admin
    - Back-End Log-in
    - Email Marketing training
    - Blog Post training
  2. Marketing and Sales:
    - Infusionsoft training
    - Facebook access
  3. Technical Manuals:
    - Who to call with and technical difficulties

**3:00 pm :**

- Discuss 5 ways and start reading material pertaining to it

**4:00 pm : Assignment**

***Day 3 Agenda (date):***

**9:30 am: Review and Questions**

**10:30 am:**

- Go over position description
- Internship goals and review schedules

**12:00 noon: Lunch**

**12:30 pm: Assignments for the week.**