



Columbus, OH Region

Start by November 13-Training schedules are customized on a student-by-student basis in order to meet individual needs; students can begin courses at any

Requirements for Class Work:

- Laptop (PC preferred)
- Microsoft Professional for PC 2013 Software
- Windows Vista Service Pack 2
- Windows 7, Windows 8
- SOFTWARE: .NET Framework 4.0 or newer
- Adobe Flash Player 10 or newer is required for all add-in practice tests
- INTERNET: GMetrix SMS requires a high-speed internet connection
- Webex and Dropbox access

Two days of in-person classes required (those days listed below). Most classes will take place via Webinar.

Class Schedule	Curriculum Description	Class or Webinar Format	Time Dedicated
<u>Week X:</u> Introduction and Personal Assessments	<ul style="list-style-type: none"> • Intro. to Professional Consultant Selling, Prospecting • Intro. to Microsoft Office Specialist • Intro. to Chally Sales Assessment, Potential Sales Role, Your Personality Strengths 	Webinar one-on-one with trainer	3hrs with break in-between
<u>Week X:</u> Prospecting	<ul style="list-style-type: none"> • Prospecting, Needs Assessment Techniques, Discovery • Assignment: Target customer call work based on Member Company roles 	Webinar	1.5hrs
	<ul style="list-style-type: none"> • Microsoft Office Specialist – Word 	Microsoft Training Webinar	3hrs
<u>Week X:</u> Needs Assessment	<ul style="list-style-type: none"> • 60-minute Needs Assessment techniques, audio taped role-plays • 15-20 minutes for each student (part of certification; schedule time set) 	Webinar	1.5hrs

	<ul style="list-style-type: none"> Microsoft Office Specialist – Word 	Microsoft Training	
<u>Week X:</u> Proposals and Role-Plays	<ul style="list-style-type: none"> Introduction to Proposal tool, Need based solutions Role-play assignment 	Webinar	1.5hrs
	<ul style="list-style-type: none"> Microsoft Office Specialist – Word 	Microsoft Training Webinar	3hrs
<u>Week X:</u>	<ul style="list-style-type: none"> Microsoft Office Specialist – Word 	Microsoft Training Webinar	3hrs
<u>Thursday, Nov. 19:</u> All students in-person for Member Company Needs Assessment	<ul style="list-style-type: none"> Introduction to Member Company leaders Member Company Needs Assessment; Customer role-plays Developing solutions, practice role-play customer solutions 	In-person <ul style="list-style-type: none"> Class at Signature Worldwide (8:00 a.m. to 6:00 p.m.) Lunch from noon to 1:00 p.m. Continental breakfast, beverages and snacks provided 	9hrs
<u>Week X:</u> Customer Solutions	<ul style="list-style-type: none"> Developing customer solutions Value selling, Closing techniques, ROI 	Webinar	1.5hrs
	<ul style="list-style-type: none"> Microsoft Office Specialist – Word practice test; begin Outlook or Excel 	Microsoft Training Webinar	3hrs
<u>Week X:</u>	<ul style="list-style-type: none"> Alternative solutions; Objections and how to overcome 	Tuesday Webinar	1.5hrs
	<ul style="list-style-type: none"> Microsoft Office Specialist – Outlook or Excel 	Microsoft Training Webinar	3hrs
<u>Week X:</u> Team Role-Plays	<ul style="list-style-type: none"> Proposal role-plays with teammate; set-up audio tape with schedules 	Webinar All week – 20-minute audio tape proposal role-plays	1.5hrs
<u>Week X:</u>	<ul style="list-style-type: none"> Microsoft Office Specialist practice tests 	Microsoft Training Webinar	3hrs
<u>Thursday, Jan. 14:</u>	<ul style="list-style-type: none"> Member Company 	In-person <ul style="list-style-type: none"> Class at Signature 	9hrs

<p>All students in-person for Member Company Meet & Greet</p>	<p>target role-plays</p> <ul style="list-style-type: none"> • Meet and Greet again with Member Company leaders for sales position placement 	<p>Worldwide (8:00 a.m. to 6:00 p.m.)</p> <ul style="list-style-type: none"> • Lunch from noon to 1:00 p.m. • Continental breakfast, beverages and snacks provided 	
<p><u>Week X:</u></p> <p>Exam Week</p>		<p>Online Exam for Professional Sales Certification</p> <p>Certification notices, recognition, ongoing placement interviews with Member Companies</p> <p>Sales Job Placement for those certified</p>	