One on One Sales Coaching Meetings (Twice per month, approximately 15-30 minutes in length)

Agenda 1 (meetings ran in this manner January 2013 – October 2013):

1. Review Sales Numbers (month to date, year to date)
2. Review recent sales and probe for follow-up cross-sell opportunities
3. Put together a game plan of who and what to target for opportunities by next meeting.

Agenda 2 (October 2013 – January 2014, or as needed):

1. Associate reviews Sales Numbers prior to meeting and brings and questions, concerns or celebrations to meeting.
2. Discuss the future: position, skills needed, location, etc.
3. Focus on specific skill development
4. Ownership of #2 on Agenda 1 has been delegated to the sales associate. We will review progress in the meeting.

I have conducted two meetings with this new agenda, and it has truly developed a since of ownership and internal motivation within the sales associate. I plan to keep this meeting format at least through the end of 2013 to solidify the goal of skill and motivational development.