

Induction Training Timetable

Day One

Time	Session	Trainer
09:30	Welcome and Agenda	Matt Baines
10:15	Overview of the Operations and Training Manual	Matt Baines
11:00	Break and Photo Shoot	
11:15	Why it'seeze?	Alex Brook
12:15	Understanding the it'seeze product	Jessica Gully
13:15	Lunch	Adam Thomlinson
13:45	Packages and Pricing Plans	Omar Akiki
15:15	Break	
15:30	Marketing your region	Amy Cross
17:30	Close	

Day Two

Time	Session	Trainer
09:00	Social Media	Lauren Bourne
09:45	Break	
10:00	Search Engine Optimisation (SEO)	Stephen Morley
11:30	Break	
11:45	it'seeze Editor key features (Demo & Practical)	Stephen Morley
12:45	Lunch	Amy Cross
13:15	it'seeze Editor advanced features (Demo)	Stephen Morley
14:15	Break	
14:30	it'seeze Commerce	Adam Thomlinson
16:30	Close	
17:45	Evening Meal at Bistrot Pierre	Matt Baines and Alex Brook

Day Three

Time	Session	Trainer
09:00	it'seeze Admin System - Signing up customers	Adam Thomlinson
10:45	It'seeze UP - Submitting website content	Adam Thomlinson
11:45	Break	
12:00	Domain registrations & transfers	Caroline Gorst
13:00	Lunch	Alex Brook
13:30	A Franchisee view to success	Franchisee
15:30	Break	
15:45	A Franchisee view to success	Franchisee
17:30	Close	

Day Four

Time	Session	Trainer
09:00	CRM	Adam Thomlinson
10:00	Essential Appointment Setting skills	Richard Palmer
11:00	Break	
11:15	Essential Appointment Setting skills	Richard Palmer
13:15	Lunch	Kevin Woods
13:45	Essential Appointment Setting skills	Richard Palmer
17:00	Close	

Day Five

Time	Session	Trainer
09:00	Conducting effective sales appointments	Richard Palmer
10:30	Break	
10:45	Conducting effective sales appointments	Richard Palmer
13:15	Lunch	Omar Akiki
13:45	Customer training on the it'seeze Editor	Adam Thomlinson
14:15	Systems review (Practical)	Adam Thomlinson
16:15	Best practice and Action plan	Alex Brook
16:45	Questions and answers	Alex Brook and Adam Thomlinson
17:00	Close	

Session times may change.

Day Six

Date	Session	Trainer
TBC	Field Training	Franchisee

This will include attending a business networking group meeting and also a sales appointment with a prospective customer.