

# 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	<b>Break and Photo Shoot</b>	
11:15	Why it'seeze?	Alex Brook
12:15	Understanding the it'seeze product	Jessica Gully
13:15	<b>Lunch</b>	Alex Brook
13:45	Packages and Pricing Plans	Omar Akiki
15:15	<b>Break</b>	
15:30	Marketing your region	Amy Cross
17:30	<b>Close</b>	

## Day Two

Time	Session	Trainer
09:00	Social Media	Lauren Bourne
09:45	<b>Break</b>	
10:00	Search Engine Optimisation (SEO)	Stephen Morley
11:30	<b>Break</b>	
11:45	it'seeze Editor key features (Demo & Practical)	Stephen Morley
12:45	<b>Lunch</b>	Adam Thomlinson
13:15	it'seeze Editor advanced features (Demo)	Stephen Morley
14:15	<b>Break</b>	
14:30	it'seeze Commerce	Adam Thomlinson
16:30	<b>Close</b>	
17:45	<b>Evening Meal at Bistrot Pierre</b>	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	<b>Break</b>	
12:00	Domain registrations & transfers	Caroline Gorst
13:00	<b>Lunch</b>	Amy Cross
13:30	A Franchisee view to success	Franchisee
15:30	<b>Break</b>	
15:45	A Franchisee view to success	Franchisee
17:30	<b>Close</b>	

## Day Four

Time	Session	Trainer
09:00	CRM	Adam Thomlinson
10:00	Essential Appointment Setting skills	Richard Palmer
11:00	<b>Break</b>	
11:15	Essential Appointment Setting skills	Richard Palmer
13:15	<b>Lunch</b>	Joanne Robbins
13:45	Essential Appointment Setting skills	Richard Palmer
17:00	<b>Close</b>	

## Day Five

Time	Session	Trainer
09:00	Conducting effective sales appointments	Richard Palmer
10:30	<b>Break</b>	
10:45	Conducting effective sales appointments	Richard Palmer
13:15	<b>Lunch</b>	Kevin Woods
13:45	Customer training on the it'seeze Editor	Lee Allan
14:15	Systems review (Practical)	Adam Thomlinson
16:15	Best practice and Action plan	Amy Cross
16:45	Questions and answers	Adam Thomlinson
17:00	<b>Close</b>	

Session times may change.

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## 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.