

Summer School Classes

Read each class description, then choose & circle the class you would like to attend for each week. Once you have completed your choices, keep the descriptions as your schedule reference & copy your chosen classes onto your

Registration Form. Registration Forms must be completed in their entirety!

Registration Forms & \$20 tuition must be received by the admissions attendant, Jennifer Weight, no later than 5:00 pm on Tuesday June 3rd, 2008.

(If you cannot get it to us by then, please email spillmanoffice@gmail.com.)

Make tuition checks payable to Deanna Spillman; memo "Summer School".

Text books will be handed out at orientation.

Summer School begins Wednesday, June 4th, 2007

and concludes on Wednesday, August 27th, 2007.

Graduation will be held on Wednesday, September 3rd, 2007.

Special Note: In order to attend "Class C, you must have A signature on your registration form from your Director.



Week One: Orientation & Building your Dream Book

Group Class -All Classes combined

Week Two: Time Management

Class A -Time Management Musts -Using the weekly plan sheet -6 most important things list -Staying consistent with your schedule

Class B -IPA Sheets -Income Producing Activities -Making the most of your time -What's important, what's not

Class C -Advanced time management skills for the insanely busy woman! This class is for serious Mary Kay Consultants who are extremely time challenged due to family, work or both

Week Three: Booking

Class A -Getting Started: Where to begin when you're at the beginning

-Booking "practice faces" -Tentative booking approach -Turning a facial into a class -Booking scripts -Warm Chatter booking

Class B -Refining booking scripts -Learning the "commitment statement & having the courage to use it -Booking classes from the beginning, not facials -Booking from your customer base

Class C -Advanced booking skills -Refining communication skills to improve your bookings

Week Four: Business Basics - Coaching

Class A -The basics of coaching -Using a great Hostess program -Coaching & Hostess packets -Making your Hostess your business partner -Pre-profiling

Class B -Booking insurance: Insure your success by making those classes hold

Class C -Advanced communication to make your classes hold & make your hostess your best friend.

Week Five: The Skin Care Class

Class A –Packing & preparing for your class –Everything from A-Z (how to NOT look like a pack mule)

Class B –Anatomy of a Skin Care Class: How to open, table close, individual close & everything in between

Class C –Advanced skin care class skills –How to handle hecklers –How to pull money out of your class

Week Six: Flip Chart

Class A & B Combined: -Mastering the flip chart inside and out

Class C –Beyond the flip chart: Using better communication at your skin care class

Week Seven: Seminar/Legacy Week

Group Class -All Classes combined. Special surprise! Dress is MK Casual.

Week Eight: Customer Service

Class A -Basic customer service systems –Two plus two

Class B –Birthday systems –Customer Service & web site promotions –Upselling

Class C –Advanced communication for building lifetime customers

–The \$1000 customer

Week Nine: Money Management

Class A -Basic money management: Writing yourself a paycheck, tracking expenses & knowing where your money should go

Class B –Understanding the different avenues of MK earnings –Increasing & maximizing your income

Class C –Show me the money: How to get the big paychecks –Replacing full time income -Making the money & KEEPING it

Week Ten: Office Systems

Group Class -All Classes combined

Week Eleven: Team Building Part 1

Class A –Basic marketing –Marketing at your classes –“In the Bag” Marketing –Four point recruiting plan

Class B –Mastering the 1 on 1 interview –Knowing who you want on your team

Class C –Team building for the serious consultant –Getting the car –Getting the suit

Week Twelve: Team Building Part 2

Class A –1 on 1 interview for new consultants –Knowing who you want on your team

Class B –Follow up for the results you really want

Class C –Refining team building and follow up skills

Week Thirteen: Mind Management

Class A –Attitude determines altitude –Daily mental B.A.T.H. –Catching the vision

Class B –Keeping your attitude tight, long term –Working from commitment, not emotion -Keeping the vision

Class C –Million Dollar Mindset –How Top Directors think –To be the best, you must think like the best –Taking control & creating your future by managing your thinking process

Graduation Requirements & Special Information

Requirements:

- ◆ **No more than 2 EXCUSED absences throughout the duration of Summer School.** Whether or not an absence is “excused” is to be determined by your Director. In the case of adoptees, this is determined by their “adopted Director”. Attending Seminar will not count against you as any type of absence. For details on how absences must be reported or approved, see your Director.
- ◆ **Attendance sign-in.** Each week an attendance sign-in sheet will be available in your Summer School class. It is your job to sign this sheet to receive credit for attendance. Emails, phone calls or personal correspondence will not be accepted as an attendance record. Only names on sign-in sheets will be valid. If you have an excused absence, you director must report it to Jennifer.
- ◆ **Homework.** You must complete your homework with no more than 4 missing assignments for the duration of Summer School. Homework will be assigned and handed in weekly.

Awards & Recognition:

- ◆ Valedictorian (determined by sales & team building combined)
- ◆ Top Achievers in Sales & Team Building as well as runners up in both
- ◆ Perfect Attendance
- ◆ Highest Number of Guests (*Must total at least 13. Only counts Guests who attended Wed night classes during the Summer School Semester.*)
- ◆ Most Faces Completed (*Must total at least 45 NEW faces. Faces may be done anytime or place during the Summer School Semester. POP Sheets required for this award.*)
- ◆ Perfect POP Sheet turn in
- ◆ Graduates