

Checklist: One Week Buddy Program

Dear <Sales rep>

Welcome to the team once again. Please use this checklist to make sure you are able to make the most of this 1-week program.

Check off the tasks at the end of each day. Ideally, all tasks will be checked off. Do not hesitate to reach out to your manager or buddy in case you have any questions or requests.

At the end of the week, sign off this checklist with your signature. Get it signed by the buddy and the reporting manager and submit it to your reporting manager.

- Buddy introduction and role explanation completed.
- Company culture and values explained to new rep.
- Product and service training completed.
- Sales process explained and understood by new rep.
- Customer engagement demonstrated and new rep able to provide excellent service.
- Sales tools introduced and new rep proficient in using them.
- New rep shadowing- completed three sessions.
- Buddy shadowing- completed three sessions.
- New rep given opportunities to practice sales skills and provided with feedback.
- Realistic goals set with buddy and tracked throughout the week.
- Regular feedback and support provided to new rep by buddy.

Sign Off		
<Sales Rep sign>	<Buddy sign>	<Manager sign>
<Date>	<Date>	<Date>