

Office Learning in a Box

How to Use the Office Learning Site



Suggested Preparation Checklist

1. Review Session Materials on c21university.com/officelearning:

- Print and Read Session Guides
- Preview the Session Videos

2. Schedule Learning Session:

- Send out email invite to your agents – include in your invite that the session is optional but encouraged
- Invite a top performing agent to attend a meeting to talk about his/her best practices

3. Gather Materials:

- Print a copy of the Agent Handouts for each agent
- Print a copy of any other suggested resources from 21Online
- Gather any other office marketing collateral

4. Set Up Room & Equipment:

- Prepare meeting room
- Projector and screen or large-screen TV to view session videos
- Flip chart or whiteboard for brainstorming

5. Tell C21 University Your Feedback on c21university.com/officelearning

- Complete the survey - Were these resources helpful for you in assisting your agents?

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