

Foundation Program Checklist

Coach Name: _____

Training Date: _____

This is the minimum level of activity we recommend is completed before attending Induction Training:

Item	Description	Completed	Date
Foundation - Learning Aid	4-6 Week Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Aid	iPod	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Aid	Pre Training Kit	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Aid	4-6 Week Foundation Tests	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	Why Have a Coach <i>17 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	What to Expect <i>14 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	6 Steps - No1 Mastery <i>10 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	6 Steps - No 2 Niche <i>7 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	6 Steps - No 3 Leverage <i>7 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	6 Steps - No 4 Team <i>8 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	6 Steps - No 5 Synergy & Results <i>4 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	6 Steps Seminar <i>9 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	Be x Do = Have <i>11 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	Be The Coach <i>12 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	Formula for Change <i>12 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	Coaching Session Format <i>10 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	Critiques <i>7 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	Effective Coaching <i>6 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	Finding Your Fee <i>6 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	First 6 Weeks <i>12 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	Have = Do x Be <i>14 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	IVVM <i>11 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	Leverage <i>8 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	Profit Account <i>6 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	Seminar Presenting <i>14 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	The System <i>12 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	Target Marketing <i>6 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Foundation - Learning Video	The Diagnostic <i>11 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	The Full Ladder <i>11 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	Viral ProfitCLUB <i>8 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	Welcome to Action <i>27 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	13 Step Sales Process <i>22 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	13 Week Cycle <i>6 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	ActionCLUB <i>8 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	BusinessRICH <i>8 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	GrowthCLUB <i>7 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Video	Profit Club Intro Seminar <i>7 mins</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Book	The Business Coach	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Book	Instant Cash Flow	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Book	Instant Systems	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Book	Instant Team Building	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Foundation - Learning Book	The E-Myth	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Attendance	6 Steps Workshop	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Attendance	BusinessRICH	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Attendance	GrowthCLUB	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Attendance	Other Workshop	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Attendance	Diagnostic	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Attendance	Coaching Session	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Marketing	Networking Events	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Marketing	13 Steps Telemarketing Calls	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Marketing	13 Step Sale Process - packets / books made	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Marketing	10 Booked Diags	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Administration	Personal Bio	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Marketing	New Coach PR	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Team	PA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Team	Telemarketer	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Systems	Website - Bio	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Systems	Website - Photo	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Systems	Website - Testimonials	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Systems	Website - Contact Details	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Systems	ActionMembers - Use of Forums	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Systems	ActionMembers - Ad Giants	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Systems	ActionMembers - Stationary ordering	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Systems	ActionMembers - Intro to CRM	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Systems	ActionMembers - KPI entry	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Systems	ActionMembers - Briefcase / Wiki Tour	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Systems	ActionMembers - Conference Registration	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Systems	ActionMembers - E-mail Account and Signature generator	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Systems	ActionMembers - General Navigation	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Profiling	DISC Profile Report	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Profiling	VAK Profile Report	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Planning	90 Day Plan - Default	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Planning	Default Calendar - 5 Diags per week.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Set Up - Operations	Register Business Name	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Set Up - Operations	Insurance (liability, Workers Comp, etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Set Up - Operations	Stationery	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Set Up - Operations	Phones	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Set Up - Operations	Software	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Set Up - Operations	Hardware	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Set Up - Operations	Shipping	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Set Up - Operations	Signage	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Set Up - Operations	Office Set Up	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Set Up - Finance	Budget	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Set Up - Finance	Cash Flow Budget	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Set Up - Finance	Credit Card Processing / Bank Accounts	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Set Up - Finance	Electronic Payments	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Set Up - Finance	Accountant/Book Keeper	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Set Up - Finance	Personal Tax Planning	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Set Up - Legal's	Check Legal Obligations	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Welcome	Read Welcome Books	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Welcome	Induction Training Webinar	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Approval	ML check Office Set-up	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Please e-mail the completed checklist to [\[ML\]@actioncoach.com](mailto:[ML]@actioncoach.com).