



LEADER'S GUIDE FOR TEAM ASSISTANT TRAINING

YOUR CONTINUED ATTENTION TO THE DEVELOPMENT OF YOUR TEAM IS IMPORTANT.

During the Team Assistant Training Meeting:

- ☐ Determine if all of your Team Assistants are present.

After the Team Assistant Training Meeting:

- ☐ See that any absent Team Assistant receives materials and instructions related to enlisting Team Members.
- ☐ Call Team Assistants within two days after the Team Assistant Training Meeting.
 - Ask Team Assistants *whom* they plan to enlist.
 - Make sure that the assistants understand the instructions.
- ☐ Call Team Assistants at least three days before Team Training Meeting.
 - Ask Team Assistants *whom* they have enlisted.
 - If there are problems, refer to the Involvement Section of the *Workbook*.