Dear Student,

**This is a confirmation about your enrollment in the Co-Active Sales Program (CAS).  Your first call is Wednesday, October 31, 2012, at Noon – 2pm Pacific Time.  Please make sure you have completed your Pre-Work as outlined below prior to your first call.**

As your Sales Managers, we want to welcome you to the Co-Active Selling program.  As your Sales Managers we want you to know that we are here for you: to push you, to hold you accountable and to no-kidding champion you toward your goal of a thriving coaching business!

We are so glad you have taken this step towards your transformation! We want to congratulate you on stepping into the next level of your thriving coaching business.  We imagine that stepping into what is next in building your coaching practice might be exciting and just a little bit scary.  What we know is that you would not be joining this program if you were not ready to have a full coaching practice.

Below are some things that you need to know and do before our first call.  Please feel free to contact either of us at the emails below if you have any questions:

David Skibbins: [david@thecoaches.com](mailto:david@thecoaches.com)   
Marla Skibbins: [marla@thecoaches.com](mailto:marla@thecoaches.com)

Webinar Dates & Times:

**Please call in 30 minutes early for the first Webinar**, and 15 minutes early for the rest of them, to ensure you get connected to the meeting in case there are technical or connectivity issues. Be patient if there are some, we will work them out.

Webinars are Wednesdays from Noon – 2 pm,  Pacific Time:

October 31, 2012 - Session 1: You and Selling

November 7, 2012 - Session 2: Prospecting, Creating and Managing Your Sales and Referral Team

November 28, 2012 - Session 3: Handling Objections and What NO Means

December 5, 2012 - Session 4: Client Relationship Management

Accountability Group Calls Dates & Times:

January 8 to March 27 – Noon – 2pm Pacific time

**Important action to prepare for your first call:**

**You must set up your computer with the iLinc platform at least two days prior to the first webinar.  You may be late to the first call if you don’t prepare in advance.**

**Just before the start date, your program leaders will email the iLinc Webinars invitation and Accountability Call bridge information.  Please contact David Skibbins** [**coachdvd@aol.com**](mailto:coachdvd@aol.com) **or Marla Skibbins** [**marla@thecoaches.com**](mailto:marla@thecoaches.com) **if you do not receive the email within 24 hours of the first call.**

iLinc: For more information and how to access the iLinc platform for the Webinars please refer to <http://www.thecoaches.com/coactive-sales-class/participant/home>> View Participant Pages>Get Co-active Sales Forms>CAS Best Practices

Pre-Work: The class starts right now, and you already have some important work to do! Please go to <http://www.thecoaches.com/coactive-sales-class/participant/home> download, complete, scan and email the following forms to David Skibbins at [coachdvd@aol.com](mailto:coachdvd@aol.com) in the next 2 business days.

o             CAS Student Info

o             CAS Foundation Agreement

o             Action Step #1 from the Webinar Action Step Workbook.

**Please save these documents to your computer.  You will use them for future classes:**

o             CAS Resource Book

o             CAS Success Coach 100

o             CAS Success Coach 100 Chart

o             CAS Webinar Action Step Workbook

o             Guarantee

Your sales plan needs to be heavily weighted towards Productive Time.  "Productive Time" or "P Time" is speaking directly to people about coaching, about becoming a client, about giving you referrals and/or doing a sample session. E-mailing, leaving phone messages, and/or sending out brochures are NOT considered part of P time.

P Time needs to be a live conversation and needs to have some kind of question in it like:

*"Would you like a sample session of coaching?"*

*"Would you like to know more about coaching?"*

*"Will you be my client?"*

*"Would you give me referrals?"*

Indirect Productive Time or "I Time" is anything else you do around building your coaching practice.

Breathe....you can do this!!  Again, thank you for taking the next step into having a full and thriving coaching practice.  We look forward to beginning our work together!

Be well -

Marla Skibbins, MCC CPCC

David Skibbins, PCC CPCC

Amy Anderson

Customer Service Supervisor

ph 415-526-1650   fax 415 472-1204

[www.coactive.com](http://www.thecoaches.com/)

Description: cid:BADB0763-691F-4AB7-9B2E-F8AA079DB6B1@wp.comcast.net

[Co-Active Network](http://coactivenetwork.com/) • [Facebook](http://www.facebook.com/CTICoaches) • [Twitter](http://twitter.com/cti_coaches) • [LinkedIn](http://www.linkedin.com/company/the-coaches-training-institute)