**RA Training Checklist**

***Make sure all RA’s are set up on Vector Live BEFORE Training starts- see “How to Set Up a New Vectorlive Account” in Training Folder***

**ALL Documents can be found on DropBox**

**Vector Canada RA Program**

**Print/Copy for Everyone: (DropBox-Training Folder)**

* **Employment Application**
* **Get To Know You Sheet**
* **TD1 Tax Form**
* **Agenda**
* **RA Binders** *(Binders are best so they can add to as you continue to have workshops and they can add in their notes from training. Duo tangs will work but not as well.)*
* **Scripts** (Scripts Folder)
	+ Iapp
	+ New Call
	+ PR Approach
	+ Objections in Vectorlive
* **Activity Logs x 5**
* **Timesheet x 5**

**Print/Copy for Yourself**

* **Why We Say What We Say- Iapp (Dropbox- Scripts)**
* **Copy of your Personal Story**
* **Training Notes (If you don’t have your binder)**

**Powerpoint/Videos**

* **Insert**
	+ Your Management Team (You, DM, DVM, DRM, AM’s/KeyStaff DRM)
	+ Your RA’s (If not already covered in VIP role)
	+ Your Personal as told through what people Love about Vector (Haters gonna Hate section)
* **Videos**
	+ **Save ALL videos/Audio onto computer**- They need to be hosted somewhere on your computer to work in the powerpoint and your internet/dropbox MAY fail you.
		- **Go to VectorCanadaLeaders.com for All Docs**
		- **If you use dropbox DO NOT DRAG VIDEOS FROM DROPBOX TO ANY FOLDER ON YOUR COMPUTER- This will drag it out of EVERYONE’S DROPBOX**

**Checklist of Videos/Audio:**

* **Kristine Training Videos 1-8**
* **Jake Coon Training Videos 1 & 9**
* **Mike Monroe- Set 5 Pr’s an hour**
* **Robin Verhoff PR- Also on Vector Connect**
* **Be Yourself Videos- Gabby, Kip, Andy, Sarale, Rob (Could also just be signed in to Vectorconnect- links in power point will take you there)**

**Cutting Clinic/Lunch**

* **Buy Bread, Cheese, Tomatoe**
	+ Highlights a few good knives and provides light lunch
	+ Depending on budget could also have chips/crackers/granola bars
* **Sign in To Vectorconnect**
	+ There are links to BE YOURSELF videos that you can play while eating