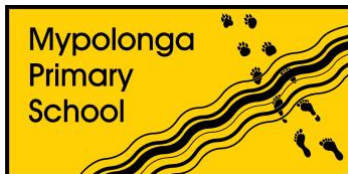


Visitors' Book

Door



‘Whatever you are, be a good one.’

Abraham Lincoln

Visitors' Book	Door
<ul style="list-style-type: none"> Collect LMP trainee. Plan a short, welcoming introduction to greet visitors on the bus. 	<ul style="list-style-type: none"> Collect a JP trainee
<ul style="list-style-type: none"> When the bus arrives, enter it with your trainee and in a clear voice invite the visitors into the Shop. Mentor your JP to speak. 	<ul style="list-style-type: none"> Photocopy 20 brochures. The master is kept in the compactus.
<ul style="list-style-type: none"> Lead the visitors into the school. Ask ½ of them to visit the UP classroom, while the other ½ continue to the Shop. 	<ul style="list-style-type: none"> Decide who will supervise younger sales people – check their money.
<ul style="list-style-type: none"> Set up the Visitors' book on the path for people to fill out. 	<ul style="list-style-type: none"> Encourage and role model for your trainee by greeting your customers with happy smiling faces and invite them into the Shop
<ul style="list-style-type: none"> When the visitors return to the bus deliver a speech thanking them for their custom. 	<ul style="list-style-type: none"> Go down to the bus and wave goodbye.

Our Values	How Excellence Can Be Achieved.	Date	Ex	Gd	Sat	U/S
Respect	<ul style="list-style-type: none"> Present your customers with a friendly, helpful demeanour. 					
Excellence	<ul style="list-style-type: none"> Speak clearly, having practised what you will say. 					
Excellence	<ul style="list-style-type: none"> Be polite and well mannered. 					
Teamwork	<ul style="list-style-type: none"> Role model for trainee 					
Excellence	<ul style="list-style-type: none"> Be prepared and organised. 					

O.K Isn't Excellent : Mentor Feedback
