

# Onboarding & Training

## 01 What's Covered

Comprehensive training and onboarding for your team, designed to streamline processes, and strengthen support for your business:



- **Systems & Tools:** Training on tech, communications, and workflow.
- **Admin:** Calendar Management, day-to-day operations and organizational processes.
- **Client & Transaction Support:** Best practices for client management, listing, and transaction coordination.
- **Vendor & Third-Party Coordination:** Strategies for effective collaboration with external partners.
- **Marketing & Brand Management:** Overview of property marketing, social media, and branding workflows.

## 02 How It Works

- **Duration:** Varies by team size, learning styles, and workflow complexity—typically 2–4 weeks from initial consultation.
- **Intake:** I begin by assessing your team's current skills, workflows, and business priorities to identify focus areas for training.
- **Implementation:** Sessions are tailored and interactive, giving your team hands-on experience to learn and apply processes confidently.
- **Final Review:** We evaluate progress, address questions, and ensure your team feels equipped to perform efficiently and independently.
- **Ongoing Support:** Includes 30 days of post-training guidance—up to 30 minutes per week—for follow-up, clarification, and fine-tuning.
- **Tools & Deliverables:** All materials are designed to be used in Word, Google Docs, or Canva—simple, flexible, easy to update, and ready to integrate into your workflow or task management tools.
- **Delivery:** Onboarding and training is available via Zoom or in person (Seattle-based only).

## 03 The Investment

\*Custom packages for multiple hires and training.

Onboarding + Training	Cost
For Existing Hires	Starting at \$1,500 per person
For New Hires	Starting at \$3,000 per person

## 04 Small Print

- For new hires: Agents handle hiring at their own cost; I assist by drafting job ads, supporting the hiring process, and providing training.
- Rates are secured once services are booked.
- Payment: Onboarding + training is brokerage-paid, not through escrow.
- If you have an active or pending transaction, you can pay through escrow at closing.
- If you'd like to discuss payment options, just reach out.