mimansa
RESEARCH & ADVISORY

TOOLKIT · BEFORE TRAINING KIT



Manager Contract Card

Fill this in with the manager before the training. The learner signs it on day one.

PARTICIPANT
e.g. Rahul K., sales officer

MANAGER
e.g. Meena S., area manager

PROGRAMME
e.g. Selling by asking

TRAINING DATES
e.g. 14 and 15 May

ACTION (VERB + NUMBER + HOW OFTEN)	BY WHEN	WHO OBSERVES
Visit one more customer a day	*30 days*	*Area manager*

CHECK-IN 1
e.g. Day 7

CHECK-IN 2
e.g. Day 30

CHECK-IN 3
e.g. Day 60

COPY KEPT BY
e.g. Manager and L&D

BEFORE YOU SIGN

- [ ] Each action starts with a verb.
- [ ] Each action has a number.
- [ ] Someone can see it happen.
- [ ] The dates are in both calendars.

LEARNER SIGN

MANAGER SIGN

Bring this card to every check-in.

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