This page provides **Manager's Notes for Participant Handout Page 1**. Use as a reference and guide for planning and leading an interactive coaching session or sales meeting. It is meant to be a general guide and not a script. Add your own examples and wording.

Manager's Notes for Participant Handout Page 1		
Brainstorm Activity: Pre-Call Planning – What Should You Do?		Notes
Estimated Time	20 minutes	
Purpose/Objectives	1. State the overall purpose of the session (see comment #1 in Teaching Tips and Suggested Sequence below). 2. Generate a list of pre-call activities currently used by the sales team.	
Teaching Tips and Suggested Sequence	1. Begin this teaching session by saying something like, "the purpose of this segment of the coaching session or sales meeting is to improve our ability to plan more effectively for sales calls. You already do this well but we want to use today's meeting to share some practical tips and guidelines about pre-call planning." 2. Say something like, "let's begin with a brainstorm activity to generate a list of things that you currently do when planning for sales calls. Please take a couple minutes to individually fill out Step 1 on page 1." 3. After everyone has finished doing Step 1, divide the sales team into two or more small groups of 2 to 5 people each. Tell each group to take about 10 minutes to consolidate their answers from Step 1. If possible, have enough flipcharts so that each group can write their consolidated answers on a flipchart. Otherwise, each group can write their brainstorm in the lower half of page 1 titled Step 2. 4. When every group has finished the brainstorming activity, a spokesperson from each group should read aloud their list of pre-call activities. Encourage everyone to write the answers in the box titled Step 2. You should praise them for their answers and also add some additional advice of your own.	