

Team Huddle Agenda Formula

1

EMOTIONAL CAPITAL INTRODUCTION

This icebreaker gets everyone on the team engaged as each team member checks in with the group by briefly telling everyone else what has been going on in their lives over the past week and how they are doing. Good for team bonding!

4

ADMINISTRATIVE UPDATES

Please note that these updates should not include any information pertaining to active listings or transactions. This meeting represents the one hour per week that the team focuses on growth and generating new business together. The rest of the week is available for handling issues with pending transactions and etc., so it is crucial to protect this time.

Administrative Manager, Transaction Coordinator, Marketing Director and Listing Manager report on their progress on developing systems, marketing activities.

2

TEAM DASHBOARD

Each member of the team should be listed as a separate item on the real estate team meeting agenda in order to review their business generation activities in front of the group.

Buyer's agents report: 1. Lead Generation Contacts; 2. Buyer Consultation Appointments; 3. Buyer Agency Agreements Signed; 4. Pending Contracts; and 5. Closings. Weekly, monthly and year-to-date goals.

Listing Specialists, Showing Assistants and Inside Sales Agents (ISAs) also report their income producing activities in a similar fashion.

3

INVENTORY PIPELINES

This information should all be displayed on a spreadsheet or team activity log for everyone to review, update and ensure its accuracy.

1. Active Listings; 2. Pending Contracts; 3. Buyers with Signed Exclusive Agency Agreements; 4. Upcoming Listings; and 5. Upcoming Closings.

5

ANNUAL BUSINESS PLAN

Team discussions designed to take specific actions steps towards the completion of a number of objectives listed on the team's annual business plan.



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