

One on One Prep Sheet and Guidelines

The purpose of our One- on- One Meeting is for members to exchange information with one another to learn about each other's business and how best to support one another with referrals that will increase business success.

1. Write an INSIDE Referral to the Member you wish to meet with outside of the Meeting Time. Each of the members scheduling a meeting should write a referral.
2. Arrange a time, date and location that is convenient for both parties.
3. Allow a minimum of one-hour for your meeting.
4. Prior to the meeting, complete the TEAMwork Form (found at www.B2Bfl.com in Member Resources). The form is in a Word Doc format so that you can easily save it and make changes as needed.
5. Print two copies to take to your meeting. One is for you to refer to during the meeting and the other is for the member you are meeting so they can take notes on it and have a copy for their files.
6. Re-confirm your scheduled meeting.
7. Be on time & be prepared!
8. In addition to your one-on-one forms, you should bring any literature that supports your business or samples if applicable and testimonials.
9. The most effective way to do a one- on-one meeting is to take turns going through the topics on the form. This way each member has equal time to share.
10. Be a good listener. Take notes of your members "ask".
11. Exchange ideas for developing a strong partnership.
12. Be willing to open your Rolodex of contacts. Be a Giver first, it will return ten-fold!
13. Send a thank you note; old fashioned values are still appreciated and remembered.