

Introductory letter

Good morning,

This letter provides information about the upcoming "Service Options Sales" professional development program you are booked in to attend. My name is Jeremy Davis and I will be facilitating the program.

What the program is about

- The main purpose of this program is to help you to develop a range of ways of working with staff to increase Service Options Sales
- This program is also a great opportunity to spend time together and share ideas

Content the program covers

- The first steps in working towards a **new and improved sales process**
- Developing **new sales coaching skills**
- Creating a **follow up** process including how to work with other stakeholders to increase sales

When

- **Thursday 26 April 8:30am – 7:30pm**
- **Friday 27 April 8:30am – 5:00pm**
- The Thursday evening finish includes time for a team dinner and drinks
- Please be on time

Venue

- Corporate Head Office

Dress code

- Casual – e.g. jeans and a t-shirt are OK

What should I bring

- Everything you will need including catering will be provided

Next steps

- **Complete the pre session survey**
- Hold down the "control" key and click on the link that came with this email to access the survey or cut the link and paste it in to your browser
- This information will be used to tailor the program to your needs

If you have any other questions regarding the program please contact Amanda McKinnon via amickinnon@blueskydevelopment.com.au or on 03 9863 7330

I look forward to seeing you there.

Jeremy Davis
Director
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