



Name: _____

Assignment: _____

Checkout is a way of knowing when each aspect of your MTD training has been completed. Items are to be checked off by you upon completion. Don't wait until the end of this MTD training to complete this checkout. Do it as you go.

- Set up a donor management system _____
- Namestorm at least 100 names _____
- Write and memorize a sample First Contact phone call _____
- Practice First Contact phone conversation _____
- Practice different types of calls and responses _____
- Write and memorize the Body of your Presentation _____
- Practice the Body of your Presentation _____
- Practice your Financial Ask _____
- Practice handling various responses to your Financial Ask _____
- Write and memorize a statement for Getting Connected to Others _____
- Practice Getting Connected to Others _____
- Practice and memorize How to Start Giving options _____
- Write and memorize Calling Back for Decision _____
- Practice Calling Back for Decision _____
- Practice your entire, finished presentation at least five times _____
- Set up at least three appointments for next week _____
- Complete your *MTD Goal Worksheet* _____
- Complete your *New Staff Training Checkout Report* _____
- Completed all reading assignments _____

Staff member signature: _____ Date: _____

MTD Trainer/Assistant: _____