



MENTOR/PROTÉGÉ CONTRACT

It is agreed that _____, The Protégé (Trainee), a new Sales Associate at the _____ Branch office of VRI Homes and _____ Mentor, have entered into a *mentoring relationship*. As part of this relationship, we agree to the following terms:

- A. The above parties commit to have regularly scheduled meetings during the first 6 months.
- B. The meetings will focus on the Sales Associate’s development. Topics to be addressed will include:
 - 1. Progress on completing VRI Homes Training Classes.
 - 2. Coordination of schedules to ensure all observation and shadowing events are planned.
 - 3. Answering questions or provides guidance based on the Associate’s individual needs.
 - 4. Provide feedback on Associate’s performance to help Associate refine VRI Homes sales skills and exceed client’s service expectations.
- C. The Protégé (Trainee) shall facilitate the following:
 - 1. Office Assimilation – Mentor sits beside Associate on first – 2 floor time shifts.
 - 2. Neighborhood Specialists Details; Call night, Telemarketing scripts and techniques
 - 3. Membership process in local board of realtors and Multiple Listing Service.
- D. The Protégé (Trainee) commits to complete VRI Homes Training and become proficient within 6 months.
- E. The Mentor allows the The Protégé (Trainee) to *shadow* him/her on key daily activities: Computer Skills, Prospecting Activities, Farming Activities, Open Houses, Working with Buyers and Sellers, Floor Time, and fulfilling Contract contingencies.
- F. The Mentor and The Protégé (Trainee) shall commit to attend the following office functions on a regular basis: Sales Meetings, Caravans, In-office and company training sessions.

The Office Manager agrees to be available to assist the The Protégé (Trainee), if the Mentor is unavailable. The Office Manager agrees to hold both the Mentor and The Protégé (Trainee) accountable for completing the activities outlined in this agreement. The Office Manager will be available for periodical meetings to follow the progress and handle any personality or performance issues that may come about.

The Office Manager reserves the right to change a Mentor/ Protégé *relationship* within thirty days if all parties do not meet the terms of this agreement.

It is agreed that _____ The Protégé (Trainee) will pay a 25% referral fee on the First Three Closed transactions, not to include rentals to _____ The Mentor; subject to the Mentor fulfilling the above agreed terms. Should the The Protégé (Trainee) choose to continue with the *mentoring relationship*, both parties will come to an agreement approved by the Office Manager.

The Protégé (Trainee): _____ Date: _____

Mentor : _____ Date: _____

Office Manager : _____ Date: _____