



# We don't want ANYONE left out in the COLD! Get your "FREE" Training NOW!

IF YOU OR YOUR AGENTS ARE STRUGGLING IN ANY AREA OF PARAGON – WE WANT TO HELP! WE CAN COME DIRECTLY TO YOUR OFFICE OR ANY COMMERCIAL BUILDING TO PROVIDE “FREE” HANDS-ON TRAINING FOR YOU, YOUR AGENTS, AND EVEN THE ADMINS! ALL AT NO COST TO THE BROKER/AGENTS!

LIMITED  
TIME...DON'T  
MISS OUT!

We have found that the agents are really taking to the “*Hands-On*” *Tutoring* approach. *Most people learn by “doing”* vs. watching and then going back to their workplace and trying to recreate what they saw in the session.

If you or your agents want the “Hands On” training – *we have several MLS Tutors ready and eager to help you and your agents* become proficient in the Paragon system.

## What do you need for the “Hands On” training?

- **COMMERCIAL LOCATION** (no home addresses) training area for students
- **INTERNET ACCESS** for all agents attending class
- Students need **ACCESS TO EITHER A PC OR LAPTOP** (*can double up if necessary*)

For the **HANDS ON** Tutoring Sessions, *agents must have their laptops or computers available in one or more designated areas to allow each tutor to work within that group* – groups may be organized in several ways depending on your needs: Beginners, Intermediate, Advanced, and/or by Topic etc.

**RESERVE YOUR DATE AND TIME TODAY!**

# PARAGON TRAINING REQUEST

## **“HANDS ON” TRAINING**

Office Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Office ID #: \_\_\_\_\_

Broker's Name: \_\_\_\_\_

Manager/ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ # of Agents/Admins for Class \_\_\_\_\_

**DATE REQUESTED:** \_\_\_\_\_ **1<sup>st</sup> Choice** START TIME (\_\_\_\_ AM or \_\_\_\_ PM)

\_\_\_\_\_ **2<sup>nd</sup> Choice** START TIME (\_\_\_\_ AM or \_\_\_\_ PM)

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### **Limit Selections to 1 Per Visit:** **NOTE:** (Allow 2 – 3 hours for Training)

- |  |   |
|--|---|
| <input type="checkbox"/> Listing Entry & Maintenance | <input type="checkbox"/> Setting Up and Saving Searches   |
| <input type="checkbox"/> CMA Basic Class             | <input type="checkbox"/> zipForm 6 (Forms ONLY)           |
| <input type="checkbox"/> Reports/ Spreadsheets       | <input type="checkbox"/> Prospects and Importing Contacts |

### **Limit Selections to 1 – 2 Per Visit:** **NOTE:** (Allow 1.5 – 3.0 hours for Training)

- |   |  |
|---|--|
| <input type="checkbox"/> Uploading Photos & Logos | <input type="checkbox"/> Mapping and Email |
|---|--|

IT IS **EXTREMELY IMPORTANT** THAT **EVERYONE HAS RUN THE SYSTEM CHECKER** ON THEIR OFFICE COMPUTER AND/OR LAPTOP **PRIOR TO TRAINERS/TUTORS ARRIVAL**...IF THEY NEED ASSISTANCE DOING SO...PLEASE CALL SUPPORT PRIOR TO VISIT TO ENSURE THAT ALL ARE READY FOR TRAINING.

I understand it is my responsibility to ensure that the agents/admins are in the office for the above training as scheduled.

\_\_\_\_\_  
Broker / Manager Signature

\_\_\_\_\_  
Date



**Fax this form to Traci DeWitt at 248.247.1637**