

### Sample

*This is the outline I use for one-hour teleclasses. Feel free to use it.*

Minute	Name of Teleclass, Your Name, _____ Phone #
:01	Introductions
:07	House Rules regarding phone, muting, recording, etc.
:08	Purpose of the call (tell them what you are going to tell them)
:09	Begin teaching
:10	
:11	
:12-14	
:15-18	End the first half of the class
:19	Review of Keypoints and your Sales Pitch or make Offers: complimentary consultation, free evaluation.
:23	Begin to teach the second half of the class
:25	
:35 - 45	
:46	
:48	SUMMARY: REVIEW KEY POINTS: YOUR PITCH restated: Program information, your philosophy, what the process is, a training group or private classes?, your decision (what's in it for them)
:50	<b>Q &amp; A session</b>
:58	What Action Item steps do you want them to take?