

SOP Coaches' Trainings in CPA Mastermind Calendar

Gain access to CPA Mastermind shared calendar.

Note: You have "editor" privileges in this calendar which means you can create, edit and delete your own events. It also means it is possible to change or delete others' events. Please use caution and communicate immediately if an error does occur.

Monthly meetings

One-hour monthly meetings are held for the purposes of training of coaches, and to discuss examples for your topics with Geraldine. This will be recorded and the link will be added to the spreadsheet for reference.

Schedule a month of trainings by the 2nd Monday of each month

Spreadsheet outlines & calendar events are due in the CPA MM Google Calendar. (ex: By the first monday in July, all August training "events" are created and accurate.)

"Event" creation (see photo below)

In each calendar event please include:

- 1- training title
- 2- date and time
- 3- verify/set time zone to "(GMT-06:00) Mountain Time - Boise"
- 4- accurate zoom link in "location", not in note/description.
- 5- select/verify "CPA Mastermind" calendar is selected.
- 6-select your color (if you're new, please choose an unused color and make this *your color* moving forward).

Changes after the 2nd Monday

After the 2nd Monday of each month, the calendar events will be posted to the website.

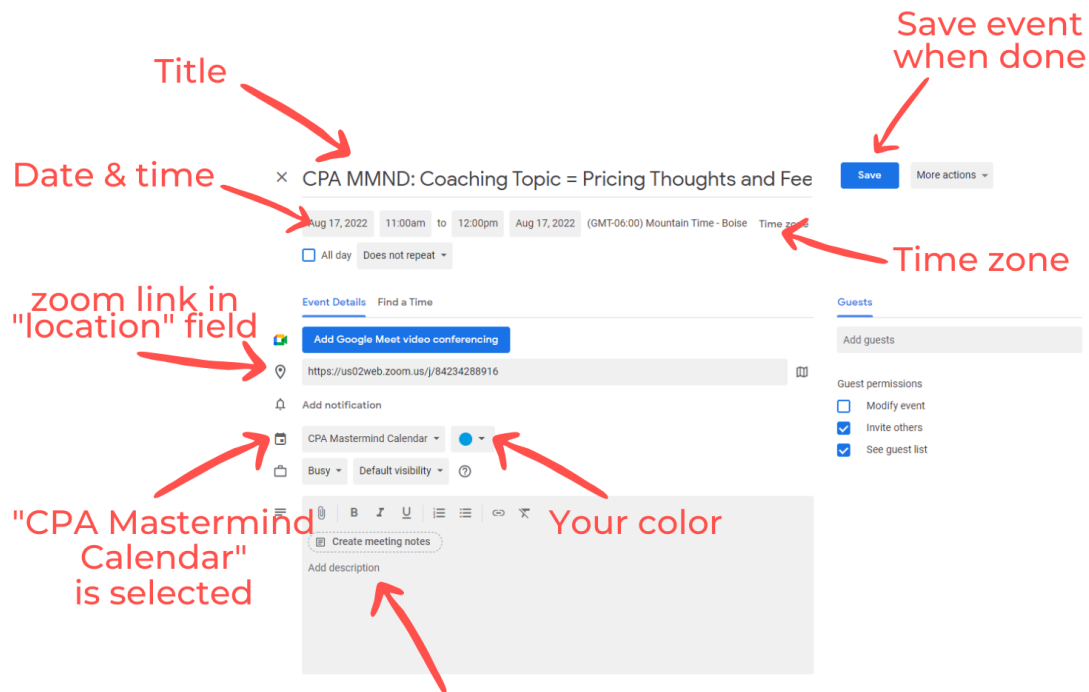
If any changes are made to the calendar after the 7th, you will need to **please notify the "Hello Assistant" via Slack** so the website can be updated.

Emergency Illness / Tech issues

The goal for Trainings and Private Coaching is, as part of the premium experience we're creating for MMs, that the "show goes on".

If the scheduled coach is not available we will substitute instead of cancel.

Ideally, if a coach is suddenly unavailable, one coach would step in and provide her own training in the coach's place. If that is not possible, the call will run as an open group coaching session



Add a "description" by answering the question: "Why should Masterminders attend this training?" This is not a summary, but "selling them" on attending.

Examples:

Learn how you might be making "mistake x" and what to do about it ...

or Are you frustrated/Overwhelmed by x? come learn...

or I will provide you with one tool you can use today to...

or Stop feeling stuck about ... learn a new way...

or Making "problem x" easy.

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