

# Instructors' Training Program

Rev. 10/05

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## Seven Steps to Mastery

**STEP ONE:** Commit Yourself to Leading One of the Finest Educational Program in the World

After you have carefully reviewed the ITP Invitation, Application, Agreements and Policies, and the “Seven Steps”, and you wish to join this program; please fill out the Application and forward it with your check and photo to DC Cordova c/o L.I.F.E., Inc.

**STEP TWO:** Start The Journey To Emotional Literacy.

We ask that you write an “Emotional Biography” of your life and mail to DC Cordova. All biographies will be held in strict confidence and only read by the Training Team Instructors who are responsible for customizing your training program.

The purpose of this “Emotional Biography” is to help us support you throughout the Program. We ask that you list all of the major emotional experiences you have had in your life, including a description of your family life; include those experiences that may affect your behavior today. Include all of your personal relationships and the affect they have had on your life. Also include how you deal with these emotions.

**STEP THREE:** Attend Monthly Meetings and weeklong Training Session.

We will be conducting monthly meetings to do “real work” on your capacity to present the Money & You Program, and a weeklong Training session intensive event. (locations to be announced). All of these meetings and intensive training will be provided at **no** additional charge. You will be responsible for any transportation, lodging and meals.

**STEP FOUR:** Attend All Of The Excellerated Programs

It is very important that you attend all of the Money & you Programs that are presented in your Region. Within the year, there may be other programs offered such as Creating Wealth, the Business School for Entrepreneurs, and others.

Again, we encourage you attend all of our programs. Once attended, we encourage you to assist at those programs. There is always more to learn – and we always bring new Instructors.

**STEP FIVE:** Complete All Reading And Home Study Assignments.

You will be given reading home study assignments to be completed between your monthly meetings and training event. You will be asked to mind map a specific chapter and be prepared to present at meetings or in smaller groups as they are created amongst the members of this program (their choice).

**STEP SIX:** Practice, Practice, Practice

The first level of sharpening your presentation skills will be done with small groups, and by doing Previews for the Money & You Program. Be willing to learn by attending the Previews offered by the Promoters in your area. You will then begin practicing by inviting some of your close friends and associates to Previews that you will be leading. This will offer you a low gradient environment in which to learn.

If you are an experienced Presenter, you may be asked to do large groups and work with your Area Promoters in their marketing efforts i.e. breakfast meetings, Rotary Club meetings, Corporate presentations etc.

- Once you have done at least three Money & You Previews, you will then begin to practice and learn the teaching technology by studying the actual Money & You Program tapes. This set of tapes will be provided at no charge. You will begin studying the Mastery and (to be determined by Instructor) tapes.
- Once you have learned those tapes and have presented them successfully, you will begin learning the Synergy Game.

You will practice these sessions with other ITP members in your monthly meetings.

You will need to be approved by a Money & You Instructor, or the ITP Training Instructor, before you will be allowed to present these sessions in a public Money & You.

**STEP SEVEN:** Certification

Once you have successfully presented all three initial sessions you are on your way to learning the rest of the M & Y sessions. Smaller public and in-house programs will be arranged for our continual training. You may be asked to

present segments of the Money & You Program in other cities as part of the completion component of your training. When asked to travel you will be assigned one of Excellerated's Instructors as a personal coach and mentor until you are approved to present the entire Money & You Program.

You will be required to create your own Money & You Manual and have access to working directly with other Money & You Instructors throughout all of our Programs.

### **LAST MINUTE THOUGHTS:**

REMEMBER, this is a year-long program. One of the things we have learned about training Instructors is that all of us learn at different paces. Some of you will be ready to present our programs to the public within a year and others will not.

Stay committed to your learning and we will stay committed to you. Make a personal checklist of all the ITP requirements, and work on it daily. The precession will be beyond your expectations:

Please remember the level of responsibility that you will have to take as an individual and as a group. This is your group and your Training. This is the most important aspect of leadership that you will have to demonstrate. This is a "Mastermind" group to support you in developing the skills and attributes to being a successful Instructor/Program Director (of either our programs or your own), and a successful human being.

**DO NOT AT ANY TIME HOLD EXCELLERATED OR THE INSTRUCTORS RESPONSIBLE FOR YOUR RESULTS AND THE VALUE THAT YOU WILL GET OUT OF THE PROGRAM.**

We will give you some stringent assignments at times. ITP is about your growth personally and in business. We expect for you to attend all ITP meetings possible. We understand about other commitments that you may have already planned. The more meetings you attended, the more value you will get of this Program.

An assigned Leader for this Program is there to facilitate the meeting, to support with logistics, answer some questions, and get the meetings started. It is up to YOU as a Member to make sure the meeting and study group of value to you. A "natural leader" always appears in every group. Undoubtedly, it will happen with this group also. If you are used to be in the background, this may be an opportunity for you to stand out and make a difference leading this group. It's up to you.

Being a Leader also means that you don't have to fight or compete for leadership. Leadership comes from the respect of the group, with your keeping your agreements, and your working through all the blocks that may be in the way of your success. Being a Leader does NOT mean who complains the most and loudest. A Leader sees a problem and come up with a solution.

ALL QUESTIONS ABOUT THE PROGRAM ARE TO BE DIRECTED TO  
DC CORDOVA AND LATER TO KERRY ZURIER, the worldwide ITP Director by  
E-MAIL to: [INFO@EXCELLERATED.COM](mailto:INFO@EXCELLERATED.COM)

And copy Di Butler, the Asian Region Coordinator;

We will meet with the Group at least once per month (at times through TeleConference). The Money & You Instructors will meet with you when in town. We will have Guest Speakers for you. We will communicate through the Web site. The rest of the communication will be by e-mail. The main part of the program will occur during the actual Money & You and other programs. It will not be sufficient for you to show up for those training alone. The in-between meetings are crucial for your preparation to work with the actual M&Y Instructors and myself.

There will be no complaining or feedback accepted about this Program. What we are recommending for you to do has been designed by past Instructor Candidates and all the M&Y Instructors. We know it works. You will be given enough assignments and to do's for you to get tremendous value. If the assignments are done. Remember you are 100% responsible for YOUR success in this program.

If you feel that you can work through all the Guidelines and Assignments, then welcome!

You must be on e-mail as soon as you are accepted into the Program so we can be in constant communication with you and the group.

Thank YOU from the bottom of our hearts for your consideration of ITP. If you really want to make some positive and impactful changes in your life – and make a difference – this is the Program for YOU

With much appreciation.

**DC Cordova, Di Butler, Kerry Zurier and Team**

[www.excellerated.com](http://www.excellerated.com)