OFFICE AGENT MENTORSHIP PROGRAM

A practical, structured program that helps new agents build confidence, competence, and consistent habits.

PROGRAM FORMAT	PROGRAM LENGTH
One experienced agent paired with one new agent	**Until 2 listings and 4 buyer transactions are completed with the coach, or until the coach determines the agent is ready**

Purpose

The program gives new agents hands-on guidance, skill development, accountability, and access to real-world experience. It also creates a consistent standard for client service and professionalism throughout the office.

Program Roles

Mentor

A productive, collaborative agent who models the office's standards, communicates reliably, protects client relationships, and enjoys teaching.

Mentee

A new or newly affiliated agent who is committed to learning, completing assignments, generating business, communicating openly, and accepting feedback.

Mentor Responsibilities

- Hold a focused 30-minute one-on-one meeting each week.
- Help the mentee create a business plan, weekly schedule, and lead-generation routine.
- Provide contract and transaction guidance while reinforcing broker-approved practices.
- Role-play buyer consultations, listing appointments, objection handling, and scripts.
- Provide appropriate opportunities to shadow showings, inspections, open houses, and appointments.
- Review pipeline activity, follow-up habits, and measurable weekly commitments.
- Guide and review the mentee's work without automatically completing it for them.

90-Day Roadmap

DAYS 1-30 BUILD THE FOUNDATION

- Learn office systems, technology, resources, and professional standards.
- Set up and organize the database and follow-up system.
- Establish a consistent daily lead-generation routine.
- Learn the buyer consultation and offer-writing process.
- Attend or host an open house and shadow at least two appointments.

DAYS 31-60 PRACTICE AND PRODUCE

- Complete weekly role-play and contract exercises.
- Maintain consistent prospecting and lead follow-up.
- Conduct a buyer consultation with mentor preparation or observation.
- Write practice or live offers and review the transaction process.
- Learn inspection, appraisal, financing, title, and closing timelines.

DAYS 61-90 WORK MORE INDEPENDENTLY

- Lead appointments with mentor feedback when appropriate.
- Manage active clients and deadlines with increasing independence.
- Review activity, conversion numbers, strengths, and remaining skill gaps.
- Build the next 90-day pipeline and production plan.
- Complete a final program assessment and leadership check-in.

Weekly Meeting Format

- Celebrate wins from the previous week.
- Review the pipeline, active clients, and upcoming deadlines.
- Discuss contracts, questions, or real-world scenarios.
- Practice one skill through role-play or case review.
- Set five specific, measurable commitments for the coming week.

Mentor Compensation

The following fee structure applies to the mentee's first four buyer-side closings and first two listing-side closings. The fee is based on the source of the lead and is calculated from the gross commission income attributable to the mentee after the mentee's brokerage split, unless the broker approves a different written calculation.

CLOSED TRANSACTIONS	STEPHANIE LEAD	EMILY LEAD
First 4 buyer-side closings	30%	50%
First 2 listing-side closings	30%	50%

All compensation must be documented, paid through the brokerage as required, and approved by the supervising broker. The written agreement should identify the lead source and confirm when the applicable buyer-side or listing-side closing limit has been reached.

Program Expectations and Protections

- Define the program term, meeting schedule, response-time expectations, and required assignments.
- Document client ownership, lead attribution, and whether the mentor may communicate directly with a client.
- Require confidentiality and professional conduct from both participants.
- Keep all licensed activity and compensation under broker supervision.
- Clarify that the mentor is not automatically the mentee's team leader, transaction coordinator, or substitute for broker review.
- Include a reassignment or termination process if the pairing is not productive.
- State that participation does not guarantee transactions, production, or income.

Leadership Oversight

Both agents should complete a brief monthly scorecard. Office leadership should conduct 30-, 60-, and 90-day check-ins to review participation, production activity, professionalism, and whether the pairing remains a good fit.

Acknowledgment

Mentor: _____ Date: 10-27-26

Mentee: _____ Date: 10-9-26

Broker/Leadership: _____ Date: 10-9-26