

SALES TRAINING MANUAL

1-Road to a Sale

STEP 1: MEET AND GREET

Approach – Greet, Smile, Enthusiasm, Energy, Eye Contact

Husband and
Wife, Who do
you greet first?

STEP 2: SELECT A VEHICLE

FACT FIND – NEEDS ASSESSMENT

Visit – Establish empathy – Listen, Gather Information, Establish Trust
Account (Never prejudge), while fact finding, build rapport.

STEP 3: DEMONSTRATION DRIVE

Salesperson drives First, use a pre-determined route. Trial Close,
Demonstrate on your feet, Close on your seat!

STEP 4: WRITE – UP

Trade Walk, LOG IN your efforts, paperwork, CRM

STEP 5: DESK - Approach “DESK” to Start transaction

No numbers until this point.

Secure buyer's response and communicate to Sales Manager.

STEP 6: CLOSE-SETTING THE STAGE – T.O.

Demonstrate on your feet, Close on your seat! Visit – soft drink, coffee.


STEP 7: DELIVERY – Show Time, Tour the dealership and ALL
departments.

STEP 8: FOLLOW UP – Sold and UnSold Customers

T.O. - NO ONE 'WALKS' WITHOUT MANAGER APPROVAL



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Take a
checkup,
From the
neck-up!

1) Meet and Greet

Eye contact is extremely important!

Handshake, Salesperson smiles - Welcome to _____,

My name is ... and yours? Are you here to see anyone in particular?

You only have *ONE CHANCE* to make a good First Impression!

Dress for Success, walk the walk and talk the talk of a **Professional Consultant**.

2) Vehicle Selection, Needs Assessment-Fact Find -Listen to Customer responses!

Is this for you or some else? Are you Adding or Replacing a vehicle?

What will you be using the vehicle for?

Are you considering bigger or smaller than present vehicle?

What is your present vehicle?

Can we give you figures on your vehicle?

Why are you considering replacing it at this time?

What have you done to enhance the value of it?

What have you liked most about it?

What have you liked least about it?

Did you buy it New or Used?

How long do you keep your vehicles?

How many miles per year do you drive?

How many miles are on the car you will be replacing?

What price vehicle was it when you bought it?

Are you considering the same price range this time or more?

When is your next payment due? *(If paid off) what were the payments?

How much will that payment be?

How did you get your payments so low?

Has your car been worth the present payment?

What do you like about your present vehicle that you would like on the new vehicle?

Why is that important?

What do you want your new vehicle to do that your present one does not do for you? Why is that important?

What is the biggest change in since your last purchase?

Will this vehicle be used for work/pleasure?

Do you work for yourself or for someone else?

Who for? What do you do for them? How long?

Where will most of your driving be highway or city?

Do you have any warranty left on your present vehicles?

Who will be the primary driver? Are there any secondary drivers?

Will the other driver be involved in the selection?

What other vehicles do you presently own? Can we give you figures on that vehicle?

Would you consider selling any of the other vehicles?

Who else would be involved in a decision as important as this one?

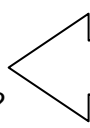


5 W's
and H



BUILD
RELATIONSHIPS
WITH TRUST &
RAPPORT

Use your
Personality!



The Majority of your
Time with the Customer
should focus on the
Investigation Process
WHY?

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Meet & Greet
Investigation/Counsel
Feature-Benefit Presentation
Trade Evaluation
Present Figures
Close

Each triangle represents the amount of time consumed by each step in the selling process!

Pick the one that would be the most pleasurable experience for both the Consumer *and* Salesperson!



Meet & Greet
Investigation/Counsel
Feature-Benefit Presentation
Trade Evaluation
Present Figures
Close

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2) Selection - Land on a vehicle in stock (if possible). The elite of salespeople will always walk the inventory on a daily basis in order to have a mental note of the vehicles that are on the ground and available for sale.

- a) While in the inventory with the Customer, choose a vehicle based on your investigation and conversation.
- b) This is where we can set up a *Switch Vehicle* that may asset in the closing later in the negotiation process. After the customer has somewhat settled on a vehicle, walk over to a like vehicle with basic or with minimal extra's.
- c) Do not rely on the Computer!

Don't see what you can Sell ... *Sell what you call See!*

Daily Inventory Walk!

3) Feature/Benefit Demonstration Drive - w/salesperson driving first, discuss factory warranty, safety features, etc. During the investigation stage we have found a specific area of concern the Customer has about the vehicle (Safety, Economy, Performance, etc.)

Refer to Demonstration Route Map for directions.

Feature presentation - Walk around the vehicle in a secluded location and open the trunk and hood, DEMONSTRATE the **Features** and always give a **Benefit** to the customer, using that feature. Paint a Mental Picture with a relevant life experience or situation.

Then switch seats to let customer drive back to the Dealership.

In order to set the stage for negotiations;

Immediately after the demonstration drive ask;

Other than Price, is there any other reason why we cannot earn your business NOW, while you are here?

Just before entering the building;

Excuse me, would you promise me one thing. (Wait for a response)
If there is anything you are not happy with any time during the process, will you allow me the opportunity to try to correct it? Promise me.

4) Write up, Paperwork, Trade Walk and Valuation

- a) Worksheet – Complete with all pertinent information completed
- b) Credit Application – To be completed by the Salesperson (not the Customer).
- c) Appraisal – Take the Trade(s) VIN & mileage directly from the Vehicle(s) before entering the building and walk around the trade with the customer, silently.
- d) Payoff Information - Call for accurate information.

Why?

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STEP 5: DESK - Approach "DESK" to Start transaction

No numbers until this point, Salesperson will communicate the buyer's responses to the Sales Manager.

STEP 6: CLOSE-SETTING THE STAGE – T.O.

Demonstrate on your feet, Close on your seat! Visit – soft drink, coffee.

Introduction to (T.O.) Sales Manager

(Step 1) Mr. & Mrs. Customer this is _____; My Sales Manager and he/she would just like to thank you for considering _____.

Always listen; never interrupt the Conversation between the Sales Manager and the Customer. Remember after asking a closing question,

The first person to speak loses!

A Salesperson should NEVER be the last person to speak with a customer!

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7)Delivery – SHOWTIME!

Review the Owners Manuel, Service Department hours of operation, Delivery Checklist (make note of any concerns the customer may have of the vehicle)

Introduction to the Service Writer

Schedule the First Appointment

Introduction to (T.O.) to the Business Manager

(STEP 1)

After the Business Manager acknowledges he/she is ready for the Customer(s), Walk the Customer(s) to the Business Office & say:

MR & MRS (CUSTOMER'S NAME) THIS IS.... (BUSINESS MGR'S NAME),
THE BUSINESS MANAGER OF _____.

(BUSINESS MGR'S NAME) WILL FINALIZE YOUR PAPERWORK AND DISCUSS THE
MAINTENANCE AND EXTENDED WARRANTIES THAT ___Dealership___ AND I
STRONGLY RECOMMEND.

BY THE WAY, (Business Manager's Name) IS A _____ (GOLFER?)_____

JUST LIKE YOU!

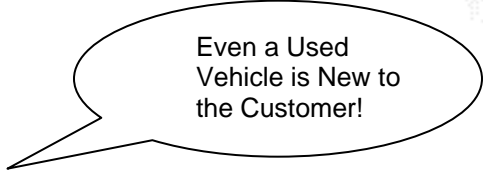
I WILL SEE YOU IN A FEW MINUTES.

(SMILE & LEAVE THE ROOM.)

(STEP 2)

UPON BEING PAGED TO THE BUSINESS OFFICE,
OPEN THE DOOR AND SAY:

" CONGRATULATIONS, FOLLOW ME, TO YOUR NEW _____! "



Even a Used
Vehicle is New to
the Customer!

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8) FOLLOW –UP

- a) 24-HOUR Follow –up Call
- b) Birthday Cards, Vehicle Purchase Anniversary
- c) Call the references on the Customer Statement, an *excellent source of referrals!* ASK FOR REFERRALS

Ask, 'Who will you be showing off your new vehicle to?'

When asking for referrals ask about the people mentioned!

Always make an extra copy of the following for your records,

Buyers Order

Credit Application/ Customer Statement

Appraisal

Drivers License(s) and Insurance Information

Send a handwritten note card 30, 60 and 90 days after the sale.

30 days – Ask for referrals

60 days – How are things

90 days – Close to 6,000 miles, time for your First Service

Then every 6 months sent out some type of mail piece (card, letter or postcard).

Now that you have started the Relationship it is as easy as investing a little time into Your Business.

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DAILY SUCCESS TIPS

1. LEAVE ANY PROBLEMS AT THE CURB. Stuff happens, to everyone, but you have to leave it at the curb or you won't be effective and then everything gets worse.

2. Do YOUR "GOOD MORNING" WALK THROUGH THE DEALERSHIP. Get to work 15 or 20 minutes before your shift and say "hello" to everyone in every department.

3. WALK THE LOT IMMEDIATELY. Your inventory changes every day (or at least it moves around a lot) and you have to know what you have and where it's parked.

4. CHECK YOUR APPOINTMENTS. Check your appointments for the day and any other "To Do's" or priorities you needed to get done today.

5. Review YOUR GOALS, ALL OF THEM. The quickest way to get what you want is to maintain your focus and work your plan. Goals get you there quick!

6. Next, GO THROUGH YOUR PROSPECT FILE. Look through every card you have on file and call every one of them.

7. CALL ALL OF YOUR WORKING PROSPECTS. Keep your "To Call Today" Prospects phone numbers with you and then if someone else is in your office, you'll still be able to call them.

8. CALL YOUR SOLD CUSTOMERS. (Call each one every 90 days.) Do some math to find out how many you need to call each day. If you call 5 a day x 25 working days, you'll contact 125 a month, or 375 every quarter. If you only have 375 sold customers, that's fine, but if you have 750, you'll need to contact 10 a day instead.

9. PROSPECT - CALL OR SEE PERSONALLY AT LEAST 5 NEW WARM PROSPECTS.

Orphan owners, service customers, lists, etc. If you keep the pipeline full of contacts, you'll always have sales working and you'll always be busy selling cars.

10. MAKE SURE THAT YOU TRACK EVERYTHING YOU DO EACH DAY. How many phone calls, how many actual contacts from those calls, how many appointments, how many show up, how many walk in customers, etc. (check your planner).

11. MAKE SURE THAT YOU'RE DOING SOMETHING EVERY MINUTE of your selling day that has to do with selling a car NOW or at some point in the future. You aren't at work to make friends with the other salespeople; you're at work to earn a living.

12. STAY AWAY FROM ALL THOSE AVERAGE SALESPeOPLE BEFORE IT RUBS OFF ON YOU!

13. WRITE THIS QUESTION ON A CARD, CARRY IT IN YOUR POCKET AND READ IT OFTEN

**"WHAT AM I DOING RIGHT NOW,
TO CREATE BUSINESS?"**