



## Assistant Sales Manager Monthly Coaching and Review

Date:	ASM TEAM SALES	% VAR GOAL	PERSONAL VOLUME	% VAR PERSONAL GOAL	ASM TEAM AVG SALE	ASM TEAM CLOSING RA- TIO	ASM TEAM CREDIT %	AM TEAM UPT	ASM AVG TEAM CONTACTS
Month to Date									
Year to Date									

CATEGORIES	MANAGER SCORING	SUPERVISOR SCORING	COMMENTS
Staffing/Recruiting			
Training			
Performance Management			
Personal Volume & KPI's			
Hustle			
Teawork			
Leadership			
Personal Development			

### 7 Performance Factors

1. Skill/Knowledge   2. Capacity   3. Resources   4. Feedback   5. Internal Motivation   6. Consequences   7. Clear Expectations

ACTION PLAN - HOW MUCH AND BY WHEN	
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**WHAT** - What are the two (2) high leverage categories that will improve over the next 30 days?

**HOW** - What specific actions and/or development are required?

2. \_\_\_\_\_

**WHEN** - When will the individual complete the “How” assignment?

1. \_\_\_\_\_ 2. \_\_\_\_\_

**HOW MUCH** - What improvement (outcome) is expected over the next 30 days?

**Other Comments:** \_\_\_\_\_

[illegible]