

Administration Monthly Coaching and Review

CATEGORIES	MANAGER SCORING	SUPERVISOR SCORING	COMMENTS
Banking/Accts Payable			
Planning/Organization			
Task Completion			
Human Resources			
Teamwork			
Communication/ Confidentiality			
Attention to Detail			
Strategic Thinking			
Reporting			

ACTION PLAN - HOW MUCH AND BY WHEN										
WHAT	Γ - What are the	two (2)	high lev	erage ca	ategories w	vithin th	ne selling process the	nat will improve over the	next 30 days?	
1							2			
HOW	- What specific	actions	and/or d	evelopn	nent are re	quired?	,			
1										
2										
WHE										
	N - When will th			-						
1							2			
HOW	MUCH - What	improve	ment (o	utcome)	is expecte	ed over	the next 30 days?			
Other	Comments:									
							This Month's G	oals		
	Sales	GP %	GMR0I	Total Turn %	Showcase Turn %	% Aged	Inventory \$	Supervisor Initial/Date	Manager Initial/Date	Follow-up Date