

Studio Manager Monthly Coaching and Review

Date:	REPAIR SALES	CUSTOM SALES	TOTAL STUDIO SALES	% VAR GOAL	GROSS PROFIT \$	% VAR GOAL	# JOBS CALLED	PROMISE RATE	GOAL REACHED Y/N
MONTH TO DATE									
YEAR TO DATE									
	Wade Prod/Hr	Johnny Prod/Hr	Marggi Prod/Hr	Jessica Prod/Hr	Quang Prod/Hr	Javier Prod/Hr	Overall Production Rate	# Jewelers Hit Goal	
MONTH TO DATE									
YEAR TO DATE									

CATEGORIES	MANAGER SCORING	SUPERVISOR SCORING	COMMENTS
Interpersonal			
Quality and Quantity			
Planning and Organizing			
Leadership			
Problem Solving			
Managing People & OT			
Staff Development			

ACTION PLAN - HOW MUCH AND BY WHEN											
WHAT - What are the two (2) high leverage categories within the production process that will improve over the next 30 days?											
1							2	. <u> </u>			
HOW - WI	nat specific action	ns and/o	r develop	ment a	are require	d?					
1											
2											
WHEN - When will the individual complete the "How" assignment?											
			•				,	2			
1											
HOW MUCH - What improvement (outcome) is expected over the next 30 days?											
Oth on Com											
Other Con	nments:										
							This Month	2° Cools			
	Sales	GP %	Rework %	# of Jobs Called	Production Rate	NC\$	This Month # Jewelers made Goal	Supervisor Initial/Date	Manager Initial/Date	Follow-up Date	
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