

VP of Business Development Monthly Coaching and Review

Date:	SALES TY	SALES LY	SALES % VAR GOAL	% VAR LY	GP %	GP % VAR LY	AVG SALE	AVG SALE % VAR LY	
Month to Date									
Year to Date									
	T.O. %	TRANS +/- LY	DIAMOND CLOSING %	MARKDOWN %	UPT	CONTACTS	APPS TAKEN	CREDIT %	CREDIT % VAR LY
Month to Date									
Year to Date									

CATEGORIES	MANAGER SCORING	SUPERVISOR SCORING	COMMENTS
Staffing			
Training			
Performance Management			
Initiative			
Decision Making			
Attention to Detail			
Clientelling			

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													
W	HAT - What	are the two are	eas that w	ill impro	ove over t	the next	30 days?						
1								2					
Н	OW - What s	pecific actions	and/or d	evelopm	nent are r	equired	?						
1.													
_													
2													
WHEN - When will the individual complete the "How" assignment?													
1								2.					
HOW MUCH - What improvement (outcome) is expected over the next 30 days?													
o	Other Comments:												
	This Month's Goals												
Ì	Sales	Avg Sale	GP %	Apps Taken	Credit %	T.O. %	Diamond Close %	Mark- down %	UPT	Contacts	Supervisor Initial/Date	Manager Initial/Date	Follow-up Date
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