OPTIMUM RETAIL SOLUTIONS

Store Manager Monthly Coaching and Review

Date:	SALES	% VAR GOAL	AVG SALE	TRANS +/- LY	APPS TAKEN	CREDIT %	STORE CLOSING %	% STAFF MADE GOAL	IPR	CONTACTS MADE
Month to Date										
Year to Date										

CATEGORIES	MANAGER SCORING	SUPERVISOR SCORING	COMMENTS
Staffing			
Training			
Performance Management			
Communication			
Floor Mgmt & Awareness			
Initiative			
Personal Accountability			
Action Planning			
Leadership			
Urgency			

ACTION PLAN - HOW MUCH AND BY WHEN

WHAT - What are the two (2) high leverage activities that will improve over the next 30 days?

1._____ 2._____

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

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?

_____

_____

Other Comments:_____

_____

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This Month's Goals										
Sales	Avg Sale	IPR	Credit %	Apps Taken	Store Close %	% Staff Made Goal	Contacts Made	Supervisor Initial/Date	Manager Initial/Date	Follow-up Date