OPTIMUM RETAIL SOLUTIONS

Sales Manager
Monthly Coaching and Review

Date:	SALES $	STRETCH	CLOSE RATIO	AVG. SALE	APPS	CREDIT %
Last Month Store						
Plan						
Variance +/- Plan						
	ITEMS PER SALE	SPLIT SALES	CUSTOM PROGRAM	EMAIL	ANIV/BIRTH	
Last Month Store						
Plan						
Variance +/- Plan						

CATEGORIES	MANAGER SCORING	SUPERVISOR SCORING	COMMENTS
Staffing/Recruiting			
Training/Role Playing			
Performance Management			
1 on 1 Meetings			
Achievement KPI Goals			
Event Preparation			
4 x 4 x 4 Cleinteling Program			
Diamond Testing			

ACTION PLAN - HOW MUCH AND BY WHEN

WHAT - What are the two areas 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:_____

_____

_____

_____

This Month's Goals													
Sales	Stretch	Close Ratio	Avg Sale	Apps	Credit %	Items per Sale	Split Sales	Custom	Email	Anniv/ Birth	Supervisor Initial/Date	SM Initial/Date	Follow-up Date