OPTIMUM
RETAIL SOLUTIONS

Administration Manager
Monthly Coaching and Review

Date:	STORE SALES VS GOAL	AGED INV REDUCTION	MAINTAINED GP	INTITAL MARK UP	$ AGED INVENTORY	% AGED INVENTORY	INVENTORY TURN RATE
Month to Date							
Year to Date							

CATEGORIES	MANAGER SCORING	SUPERVISOR SCORING	COMMENTS
Display			
Product Training			
Strategic Thinking			
Promotions Development			
Leadership			
Time Management			
Team Work/PMA			

ACTION PLAN - HOW MUCH AND BY WHEN

WHAT - What are the two (2) high leverage categories within the categories section 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									
Store Sales Vs Goal	Aged Inv Red	GP %	Initial	$ Aged	% Aged	Inventory $	Supervisor Initial/Date	Manager Initial/Date	Follow-up Date