

Page 87: STORE MANAGER PREPARATION SHEET

Store:

Date of visit:

What specific outcomes do I want to achieve from my time with my area leader?

How are my individual team members performing?

Is there anything regarding team performance that I need to discuss with my area leader?

What are the KPIs telling me about my store's results?

Which KPIs need my focus?

What specific reports will I need to show my area leader?

Is there any additional preparation I need to do?

Are there specific questions I need to ask or support I need to request to help me achieve my desired outcomes?

From a leadership perspective, is there anything with which I need support?

How/when will I follow up to ensure outcomes are achieved?