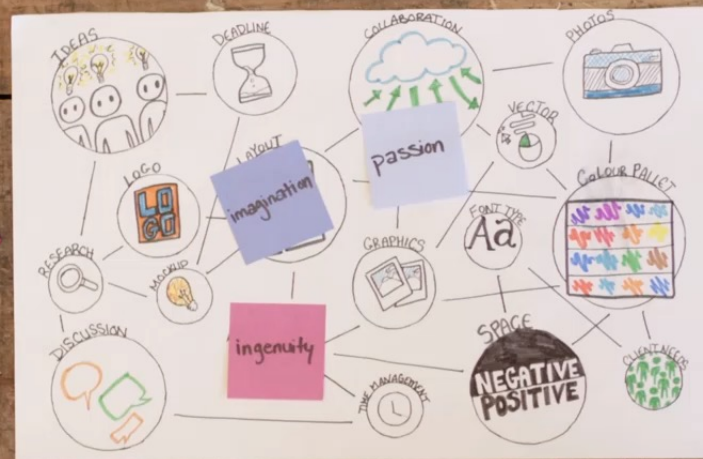


Planner



Prerequisites for Planner

- Entire Team availability
- Objective that needs to be accomplished (Based on Market Strategy)
- Sales projections
- Restaurant results
- Staffing guidelines
- Training Planner
- Market Leader dates

List of Training activities to be planned

Restaurant Training Activities

- Create restaurant objective for the period.
- Complete staffing needs & analysis
- Implement objective steps
- Next period training plan
- Plan hiring process
- Orientation
- First station training
- SL objectives

People Development Activities

- Team Trainer certification – RGM
- Team Trainer training
- Shift Leader Development

Training Planner

Training Planner Period 10						
Objective: Retrain all cashiers on service steps & verify by performing MVR						
04-Sep	05-Sep	06-Sep	07-Sep	08-Sep	09-Sep	10-Sep
10am Retrain on Service steps - RGM / Beant		10am Interviews - RGM	10am Orientation - RGM 12am TT Cook: Kyle Shift 11 - RGM 12am TT Cook: Kyle Shift 11 - RGM 2pm SL Development - RGM	11am TT Cook: Kyle Shift 12 - RGM 11am FS Cook: Trainee 1 Shift 6 - Kyle / RGM 4pm TT Cashier: Palak Shift 12 - RGM 4pm FS Cashier: Trainee 2 Shift 6 - Palak / RGM		11am MVR visit - Beant
2pm Review applications / setup interviews - RGM		3pm Reference checks - RGM 4pm Make hiring decision - RGM	4pm TT Cashier: Palak Shift 11 - RGM 4pm FS Cashier: Trainee 2 Shift 5 - Palak			
			5pm Retrain on Service steps - RGM / Jass			
11-Sep	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep
11am TT Cook: Kyle Shift 13 - RGM 11am FS Cook: Trainee 1 Shift 7 - Kyle / RGM	11am SL Development class	11am TT Cook: Kyle Shift 14 - RGM 11am FS Cook: Trainee 1 Shift 8 - Kyle	10am Orientation - RGM 11am TT Cook: Kyle Shift 15 - RGM 11am FS Cook: Trainee 1 Shift 9 - Kyle / RGM 2pm SL Development - RGM	11am TT Cook: Kyle Shift 16 - RGM/ML 11am FS Cook: Trainee 1 Shift 10 - Kyle / RGM		
2pm Retrain on Service steps - RGM / Jass						
4pm Retrain on Service steps - RGM / Palak			4pm Freedy & Positioning Guide - RGM / Versha			1pm MVR visit - Jass
18-Sep	19-Sep	20-Sep	21-Sep	22-Sep	23-Sep	24-Sep
11am FS Cook: Trainee 1 Shift 7 - Kyle / RGM 11am TT Cook: Kyle Shift 17 - RGM/ML		10am Interviews - RGM	10am Orientation - RGM 12pm FS Cook: Trainee 1 Shift 1 - Kyle / RGM 12pm FS Cashier: Trainee 2 Shift 1 - Palak 12pm TT Cashier: Palak Shift 13 - RGM/ML	10am Staffing guidelines P11 - RGM 2pm SL Development - RGM		
2pm Review applications / setup interviews - RGM 3pm SL Development - RGM		3pm Reference checks - RGM 4pm Make hiring decision - RGM				1pm MVR visit - Palak
25-Sep	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep	01-Oct
10am Training Plan P11 - RGM 11am FS Cook: Trainee 1 Shift 2 - Kyle 2pm SL Development - RGM 3pm FS Cashier: Trainee 2 Shift 2 - Palak 3pm TT Cashier: Palak Shift 14 - RGM/ML	11am SL Development class	10am FS Cook: Trainee 1 Shift 3 - Kyle / RGM 12pm FS Cashier: Trainee 2 Shift 3 - Palak / RGM	10am Orientation - RGM	11am FS Cook: Trainee 1 Shift 4 - Kyle / RGM 2pm SL Development - RGM 4pm FS Cashier: Trainee 2 Shift 4 - Palak / RGM		

List of activities to be planned

Monthly Management Activities

- Evaluate Objective accomplishment

Evaluate Objective accomplishment

Training Planner Period 10						
Objective: Retrain all cashiers on service steps & verify by performing MVR						
04-Sep	05-Sep	06-Sep	07-Sep	08-Sep	09-Sep	10-Sep
10am Retrain on Service steps - RGM / Beant		9am Evaluate Objective accomplishment - RGM/ML 10am Interviews - RGM	10am Orientation - RGM 12am TT Cook: Kyle Shift 11 - RGM 12am TT Cook: Kyle Shift 11 - RGM 2pm SL Development - RGM	11am TT Cook: Kyle Shift 12 - RGM 11am FS Cook: Trainee 1 Shift 6 - Kyle / RGM 4pm TT Cashier: Palak Shift 12 - RGM 4pm FS Cashier: Trainee 2 Shift 6 - Palak / RGM		11am MVR visit - Beant
2pm Review applications / setup interviews - RGM		3pm Reference checks - RGM 4pm Make hiring decision - RGM	4pm TT Cashier: Palak Shift 11 - RGM 4pm FS Cashier: Trainee 2 Shift 5 - Palak 5pm Retrain on Service steps - RGM / Jass			
11-Sep	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep
11am TT Cook: Kyle Shift 13 - RGM 11am FS Cook: Trainee 1 Shift 7 - Kyle / RGM	11am SL Development class	11am TT Cook: Kyle Shift 14 - RGM 11am FS Cook: Trainee 1 Shift 8 - Kyle	10am Orientation - RGM 11am TT Cook: Kyle Shift 15 - RGM 11am FS Cook: Trainee 1 Shift 9 - Kyle / RGM 2pm SL Development - RGM 4pm Freedy & Positioning Guide - RGM / Versha	11am TT Cook: Kyle Shift 16 - RGM/ML 11am FS Cook: Trainee 1 Shift 10 - Kyle / RGM		1pm MVR visit - Jass
2pm Retrain on Service steps - RGM / Jass 4pm Retrain on Service steps - RGM / Palak						
18-Sep	19-Sep	20-Sep	21-Sep	22-Sep	23-Sep	24-Sep
11am FS Cook: Trainee 1 Shift 7 - Kyle / RGM 11am TT Cook: Kyle Shift 17 - RGM/ML		10am Interviews - RGM	10am Orientation - RGM 12pm FS Cook: Trainee 1 Shift 1 - Kyle / RGM 12pm FS Cashier: Trainee 2 Shift 1 - Palak 12pm TT Cashier: Palak Shift 13 - RGM/ML	10am Staffing guidelines P11 - RGM		1pm MVR visit - Palak
2pm Review applications / setup interviews - RGM 3pm SL Development - RGM		3pm Reference checks - RGM 4pm Make hiring decision - RGM		2pm SL Development - RGM		
25-Sep	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep	01-Oct
10am Training Plan P11 - RGM 11am FS Cook: Trainee 1 Shift 2 - Kyle 2pm SL Development - RGM 3pm FS Cashier: Trainee 2 Shift 2 - Palak 3pm TT Cashier: Palak Shift 14 - RGM/ML	11am SL Development class	10am FS Cook: Trainee 1 Shift 3 - Kyle / RGM 12pm FS Cashier: Trainee 2 Shift 3 - Palak / RGM	10am Orientation - RGM	11am FS Cook: Trainee 1 Shift 4 - Kyle / RGM 2pm SL Development - RGM 4pm FS Cashier: Trainee 2 Shift 4 - Palak / RGM		

List of activities to be planned

Monthly Management Activities

- Evaluate Objective accomplishment

➤ Month End recap

Month End recap

Training Planner Period 10						
Objective: Retrain all cashiers on service steps & verify by performing MVR						
04-Sep	05-Sep	06-Sep	07-Sep	08-Sep	09-Sep	10-Sep
10am Retrain on Service steps - RGM / Beant		9am Evaluate Objective accomplishment - RGM/ML	10am Orientation - RGM	11am TT Cook: Kyle Shift 12 - RGM		11am MVR visit - Beant
		10am Interviews - RGM	12am TT Cook: Kyle Shift 11 - RGM	11am FS Cook: Trainee 1 Shift 6 - Kyle / RGM		
			2pm SL Development - RGM			
				4pm TT Cashier: Palak Shift 12 - RGM		
2pm Review applications / setup interviews - RGM		3pm Reference checks - RGM	4pm TT Cashier: Palak Shift 11 - RGM	4pm FS Cashier: Trainee 2 Shift 6 - Palak / RGM		
		4pm Make hiring decision - RGM	4pm FS Cashier: Trainee 2 Shift 5 - Palak			
			5pm Retrain on Service steps - RGM / Jass			
11-Sep	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep
11am TT Cook: Kyle Shift 13 - RGM		11am TT Cook: Kyle Shift 14 - RGM	10am Orientation - RGM	11am TT Cook: Kyle Shift 16 - RGM/ML		
11am FS Cook: Trainee 1 Shift 7 - Kyle / RGM	11am SL Development class	11am FS Cook: Trainee 1 Shift 8 - Kyle	11am TT Cook: Kyle Shift 15 - RGM	11am FS Cook: Trainee 1 Shift 10 - Kyle / RGM		
			11am FS Cook: Trainee 1 Shift 9 - Kyle / RGM			
			2pm SL Development - RGM			
2pm Retrain on Service steps - RGM / Jass						
4pm Retrain on Service steps - RGM / Palak			4pm Freedy & Positioning Guide - RGM / Versha			1pm MVR visit - Jass
18-Sep	19-Sep	20-Sep	21-Sep	22-Sep	23-Sep	24-Sep
11am FS Cook: Trainee 1 Shift 7 - Kyle / RGM		9am Month End Recap - RGM/ML	10am Orientation - RGM	10am Staffing guidelines P11 - RGM		
11am TT Cook: Kyle Shift 17 - RGM/ML		10am Interviews - RGM	12pm FS Cook: Trainee 1 Shift 1 - Kyle / RGM			
			12pm FS Cashier: Trainee 2 Shift 1 - Palak			
2pm Review applications / setup interviews - RGM			12pm TT Cashier: Palak Shift 13 - RGM/ML	2pm SL Development - RGM		
3pm SL Development - RGM		3pm Reference checks - RGM				1pm MVR visit - Palak
		4pm Make hiring decision - RGM				
25-Sep	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep	01-Oct
10am Training Plan P11 - RGM		10am FS Cook: Trainee 1 Shift 3 - Kyle / RGM	10am Orientation - RGM	11am FS Cook: Trainee 1 Shift 4 - Kyle / RGM		
11am FS Cook: Trainee 1 Shift 2 - Kyle						
2pm SL Development - RGM	11am SL Development class			2pm SL Development - RGM		
		12pm FS Cashier: Trainee 2 Shift 3 - Palak / RGM		4pm FS Cashier: Trainee 2 Shift 4 - Palak / RGM		
3pm FS Cashier: Trainee 2 Shift 2 - Palak						
3pm TT Cashier: Palak Shift 14 - RGM/ML						

List of activities to be planned

Monthly Management Activities

- Evaluate Objective accomplishment
- Month end recap

➤ Team Trainer Meeting

Team Trainer meeting

Training Planner Period 10						
Objective: Retrain all cashiers on service steps & verify by performing MVR						
04-Sep	05-Sep	06-Sep	07-Sep	08-Sep	09-Sep	10-Sep
10am Retrain on Service steps - RGM / Beant		9am Evaluate Objective accomplishment - RGM/ML	10am Orientation - RGM			11am MVR visit - Beant
		10am Interviews - RGM	12am TT Cook: Kyle Shift 11 - RGM	11am TT Cook: Kyle Shift 12 - RGM		
			12am TT Cook: Kyle Shift 11 - RGM	11am FS Cook: Trainee 1 Shift 6 - Kyle / RGM		
			2pm SL Development - RGM			
				4pm TT Cashier: Palak Shift 12 - RGM		
			4pm TT Cashier: Palak Shift 11 - RGM	4pm FS Cashier: Trainee 2 Shift 6 - Palak / RGM		
2pm Review applications / setup interviews - RGM		3pm Reference checks - RGM	4pm FS Cashier: Trainee 2 Shift 5 - Palak			
		4pm Make hiring decision - RGM	5pm Retrain on Service steps - RGM / Jass			
11-Sep	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep
11am TT Cook: Kyle Shift 13 - RGM		11am TT Cook: Kyle Shift 14 - RGM	10am Orientation - RGM			
11am FS Cook: Trainee 1 Shift 7 - Kyle / RGM	11am SL Development class	11am FS Cook: Trainee 1 Shift 8 - Kyle	11am TT Cook: Kyle Shift 15 - RGM	11am TT Cook: Kyle Shift 16 - RGM/ML		
			11am FS Cook: Trainee 1 Shift 9 - Kyle / RGM	11am FS Cook: Trainee 1 Shift 10 - Kyle / RGM		
2pm Retrain on Service steps - RGM / Jass			2pm SL Development - RGM			
4pm Retrain on Service steps - RGM / Palak			4pm Freedy & Positioning Guide - RGM / Versha			1pm MVR visit - Jass
18-Sep	19-Sep	20-Sep	21-Sep	22-Sep	23-Sep	24-Sep
11am FS Cook: Trainee 1 Shift 7 - Kyle / RGM		9am Month End Recap - RGM/ML	10am Orientation - RGM	10am Staffing guidelines P11 - RGM		
11am TT Cook: Kyle Shift 17 - RGM/ML		10am Interviews - RGM	12pm FS Cook: Trainee 1 Shift 1 - Kyle / RGM			
			12pm FS Cashier: Trainee 2 Shift 1 - Palak			
2pm Review applications / setup interviews - RGM			12pm TT Cashier: Palak Shift 13 - RGM/ML	2pm SL Development - RGM		
3pm SL Development - RGM		3pm Reference checks - RGM				
		4pm Make hiring decision - RGM				1pm MVR visit - Palak
25-Sep	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep	01-Oct
10am Training Plan P11 - RGM		10am FS Cook: Trainee 1 Shift 3 - Kyle / RGM	10am Orientation - RGM	11am FS Cook: Trainee 1 Shift 4 - Kyle / RGM		
11am FS Cook: Trainee 1 Shift 2 - Kyle			11am Team Trainer Meeting - RGM			
2pm SL Development - RGM	11am SL Development class			2pm SL Development - RGM		
3pm FS Cashier: Trainee 2 Shift 2 - Palak		12pm FS Cashier: Trainee 2 Shift 3 - Palak / RGM		4pm FS Cashier: Trainee 2 Shift 4 - Palak / RGM		
3pm TT Cashier: Palak Shift 14 - RGM/ML						

List of activities to be planned

Monthly Management Activities

- Evaluate Objective accomplishment
- Month end recap
- Team Trainer Meeting

➤ Management Meetings

Management meeting

Training Planner Period 10						
Objective: Retrain all cashiers on service steps & verify by performing MVR						
04-Sep	05-Sep	06-Sep	07-Sep	08-Sep	09-Sep	10-Sep
10am Retrain on Service steps - RGM / Beant		9am Evaluate Objective accomplishment - RGM/ML	10am Orientation - RGM	11am TT Cook: Kyle Shift 12 - RGM		11am MVR visit - Beant
		10am Interviews - RGM	12am TT Cook: Kyle Shift 11 - RGM	11am FS Cook: Trainee 1 Shift 6 - Kyle / RGM		
			2pm SL Development - RGM			
				4pm TT Cashier: Palak Shift 12 - RGM		
2pm Review applications / setup interviews - RGM		3pm Reference checks - RGM	4pm TT Cashier: Palak Shift 11 - RGM	4pm FS Cashier: Trainee 2 Shift 6 - Palak / RGM		
			4pm FS Cashier: Trainee 2 Shift 5 - Palak			
		4pm Make hiring decision - RGM	5pm Retrain on Service steps - RGM / Jass			
11-Sep	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep
11am TT Cook: Kyle Shift 13 - RGM		11am TT Cook: Kyle Shift 14 - RGM	10am Orientation - RGM	11am TT Cook: Kyle Shift 16 - RGM/ML		
11am FS Cook: Trainee 1 Shift 7 - Kyle / RGM	11am SL Development class	11am FS Cook: Trainee 1 Shift 8 - Kyle	11am FS Cook: Trainee 1 Shift 9 - Kyle / RGM	11am FS Cook: Trainee 1 Shift 10 - Kyle / RGM		
			2pm SL Development - RGM	2pm Management Meeting - RGM/ML		
2pm Retrain on Service steps - RGM / Jass						
4pm Retrain on Service steps - RGM / Palak			4pm Freedy & Positioning Guide - RGM / Versha			1pm MVR visit - Jass
18-Sep	19-Sep	20-Sep	21-Sep	22-Sep	23-Sep	24-Sep
11am FS Cook: Trainee 1 Shift 7 - Kyle / RGM		9am Month End Recap - RGM/ML	10am Orientation - RGM	10am Staffing guidelines P11 - RGM		
11am TT Cook: Kyle Shift 17 - RGM/ML		10am Interviews - RGM	12pm FS Cook: Trainee 1 Shift 1 - Kyle / RGM			
2pm Review applications / setup interviews - RGM			12pm FS Cashier: Trainee 2 Shift 1 - Palak	2pm SL Development - RGM		
3pm SL Development - RGM		3pm Reference checks - RGM	12pm TT Cashier: Palak Shift 13 - RGM/ML			1pm MVR visit - Palak
		4pm Make hiring decision - RGM				
25-Sep	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep	01-Oct
10am Training Plan P11 - RGM		10am FS Cook: Trainee 1 Shift 3 - Kyle / RGM	10am Orientation - RGM	11am FS Cook: Trainee 1 Shift 4 - Kyle / RGM		
11am FS Cook: Trainee 1 Shift 2 - Kyle			11am Team Trainer Meeting - RGM			
2pm SL Development - RGM	11am SL Development class	12pm FS Cashier: Trainee 2 Shift 3 - Palak / RGM		2pm SL Development - RGM		
3pm FS Cashier: Trainee 2 Shift 2 - Palak				4pm FS Cashier: Trainee 2 Shift 4 - Palak / RGM		
3pm TT Cashier: Palak Shift 14 - RGM/ML						

List of activities to be planned

Monthly Management Activities

- Evaluate Objective accomplishment
- Month end recap
- Team Trainer Meeting
- Management Meeting

➤ Patch Meeting

Patch meeting

Training Planner Period 10 Objective: Retrain all cashiers on service steps & verify by performing MVR						
04-Sep	05-Sep	06-Sep	07-Sep	08-Sep	09-Sep	10-Sep
10am Retrain on Service steps - RGM / Beant		9am Evaluate Objective accomplishment - RGM/ML 10am Interviews - RGM	10am Orientation - RGM 12am TT Cook: Kyle Shift 11 - RGM 12am TT Cook: Kyle Shift 11 - RGM 2pm SL Development - RGM	11am TT Cook: Kyle Shift 12 - RGM 11am FS Cook: Trainee 1 Shift 6 - Kyle / RGM		11am MVR visit - Beant
				4pm TT Cashier: Palak Shift 12 - RGM 4pm FS Cashier: Trainee 2 Shift 6 - Palak / RGM		
2pm Review applications / setup interviews - RGM		3pm Reference checks - RGM	4pm TT Cashier: Palak Shift 11 - RGM 4pm FS Cashier: Trainee 2 Shift 5 - Palak			
		4pm Make hiring decision - RGM	5pm Retrain on Service steps - RGM / Jass			
11-Sep	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep
11am TT Cook: Kyle Shift 13 - RGM 11am FS Cook: Trainee 1 Shift 7 - Kyle / RGM	11am SL Development class	11am TT Cook: Kyle Shift 14 - RGM 11am FS Cook: Trainee 1 Shift 8 - Kyle	10am Orientation - RGM 11am TT Cook: Kyle Shift 15 - RGM 11am FS Cook: Trainee 1 Shift 9 - Kyle / RGM	11am TT Cook: Kyle Shift 16 - RGM/ML 11am FS Cook: Trainee 1 Shift 10 - Kyle / RGM		
			2pm SL Development - RGM	2pm Management Meeting - RGM/ML		
2pm Retrain on Service steps - RGM / Jass						
4pm Retrain on Service steps - RGM / Palak			4pm Freedy & Positioning Guide - RGM / Versha			1pm MVR visit - Jass
18-Sep	19-Sep	20-Sep	21-Sep	22-Sep	23-Sep	24-Sep
11am FS Cook: Trainee 1 Shift 7 - Kyle / RGM 11am TT Cook: Kyle Shift 17 - RGM/ML		9am Month End Recap - RGM/ML 10am Interviews - RGM	10am Orientation - RGM 12pm FS Cook: Trainee 1 Shift 1 - Kyle / RGM	9am Management Meeting - RGM/ML 11am Staffing guidelines P11 - RGM		
			12pm FS Cashier: Trainee 2 Shift 1 - Palak 12pm TT Cashier: Palak Shift 13 - RGM/ML	2pm SL Development - RGM		
2pm Review applications / setup interviews - RGM		3pm Reference checks - RGM				
3pm SL Development - RGM		4pm Make hiring decision - RGM				1pm MVR visit - Palak
25-Sep	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep	01-Oct
10am Training Plan P11 - RGM 11am FS Cook: Trainee 1 Shift 2 - Kyle		10am FS Cook: Trainee 1 Shift 3 - Kyle / RGM	10am Orientation - RGM	11am FS Cook: Trainee 1 Shift 4 - Kyle / RGM		
2pm SL Development - RGM	11am SL Development class		11am Team Trainer Meeting - RGM	2pm SL Development - RGM		
3pm FS Cashier: Trainee 2 Shift 2 - Palak 3pm TT Cashier: Palak Shift 14 - RGM/ML		12pm FS Cashier: Trainee 2 Shift 3 - Palak / RGM		4pm FS Cashier: Trainee 2 Shift 4 - Palak / RGM		

List of activities to be planned

Monthly Management Activities

- Evaluate Objective accomplishment
- Month end recap
- Team Trainer Meeting
- Management Meeting
- Patch Meeting

➤ Mid-Month projections

Mid-Month projections

Training Planner Period 10						
Objective: Retrain all cashiers on service steps & verify by performing MVR						
04-Sep	05-Sep	06-Sep	07-Sep	08-Sep	09-Sep	10-Sep
10am Retrain on Service steps - RGM / Beant		9am Evaluate Objective accomplishment - RGM/ML	10am Orientatation - RGM	11am TT Cook: Kyle Shift 12 - RGM		11am MVR visit - Beant
		10am Interviews - RGM	12am TT Cook: Kyle Shift 11 - RGM	11am FS Cook: Trainee 1 Shift 6 - Kyle / RGM		
			12am TT Cook: Kyle Shift 11 - RGM			
			2pm SL Development - RGM			
				4pm TT Cashier: Palak Shift 12 - RGM		
2pm Review applications / setup interviews - RGM		3pm Reference checks - RGM	4pm TT Cashier: Palak Shift 11 - RGM	4pm FS Cashier: Trainee 2 Shift 6 - Palak / RGM		
		4pm Make hiring decision - RGM	4pm FS Cashier: Trainee 2 Shift 5 - Palak			
			5pm Retrain on Service steps - RGM / Jass			
11-Sep	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep
11am TT Cook: Kyle Shift 13 - RGM		11am TT Cook: Kyle Shift 14 - RGM	10am Orientatation - RGM	11am TT Cook: Kyle Shift 16 - RGM/ML		
11am FS Cook: Trainee 1 Shift 7 - Kyle / RGM	11am SL Development class	11am FS Cook: Trainee 1 Shift 8 - Kyle	11am TT Cook: Kyle Shift 15 - RGM	11am FS Cook: Trainee 1 Shift 10 - Kyle / RGM		
			11am FS Cook: Trainee 1 Shift 9 - Kyle / RGM			
			2pm SL Development - RGM	2pm Management Meeting - RGM/ML		
2pm Retrain on Service steps - RGM / Jass						
4pm Retrain on Service steps - RGM / Palak			4pm Fready & Positioning Guide - RGM / Versha			1pm MVR visit - Jass
18-Sep	19-Sep	20-Sep	21-Sep	22-Sep	23-Sep	24-Sep
11am FS Cook: Trainee 1 Shift 7 - Kyle / RGM		9am Month End Recap - RGM/ML	10am Orientatation - RGM	9am Management Meeting - RGM/ML		
11am TT Cook: Kyle Shift 17 - RGM/ML		10am Interviews - RGM	12pm FS Cook: Trainee 1 Shift 1 - Kyle / RGM	11am Staffing guidelines P11 - RGM		
		11am Mid-Month projection - RGM	12pm FS Cashier: Trainee 2 Shift 1 - Palak	2pm SL Development - RGM		
2pm Review applications / setup interviews - RGM		3pm Reference checks - RGM	12pm TT Cashier: Palak Shift 13 - RGM/ML			
3pm SL Development - RGM		4pm Make hiring decision - RGM				1pm MVR visit - Palak
25-Sep	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep	01-Oct
10am Training Plan P11 - RGM		10am FS Cook: Trainee 1 Shift 3 - Kyle / RGM	10am Orientatation - RGM	11am FS Cook: Trainee 1 Shift 4 - Kyle / RGM		
11am FS Cook: Trainee 1 Shift 2 - Kyle			11am Team Trainer Meeting - RGM			
2pm SL Development - RGM	11am SL Development class	12pm FS Cashier: Trainee 2 Shift 3 - Palak / RGM		2pm SL Development - RGM		
3pm FS Cashier: Trainee 2 Shift 2 - Palak				4pm FS Cashier: Trainee 2 Shift 4 - Palak / RGM		
3pm TT Cashier: Palak Shift 14 - RGM/ML						

List of activities to be planned

Weekly Management Activities

- Food Ordering

Food ordering

Training Planner Period 10						
Objective: Retrain all cashiers on service steps & verify by performing MVR						
04-Sep	05-Sep	06-Sep	07-Sep	08-Sep	09-Sep	10-Sep
10am Retrain on Service steps - RGM / Beant		9am Evaluate Objective accomplishment - RGM/ML	10am Orientation - RGM	10am Yen Ordering - RGM		11am MVR visit - Beant
11am Yen & Hallmark Ordering - RGM		10am Interviews - RGM	11am Hallmark Ordering - RGM	11am TT Cook: Kyle Shift 12 - RGM		2pm Yen & Hallmark Ordering - RGM
			12am TT Cook: Kyle Shift 11 - RGM	11am FS Cook: Trainee 1 Shift 6 - Kyle / RGM		
			12am TT Cook: Kyle Shift 11 - RGM			
			2pm SL Development - RGM	4pm TT Cashier: Palak Shift 12 - RGM		
			4pm TT Cashier: Palak Shift 11 - RGM	4pm FS Cashier: Trainee 2 Shift 6 - Palak / RGM		
2pm Review applications / setup interviews - RGM		3pm Reference checks - RGM	4pm FS Cashier: Trainee 2 Shift 5 - Palak			
		4pm Make hiring decision - RGM	5pm Retrain on Service steps - RGM / Jass			
11-Sep	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep
11am TT Cook: Kyle Shift 13 - RGM		11am TT Cook: Kyle Shift 14 - RGM	10am Orientation - RGM	10am Yen Ordering - RGM		
11am FS Cook: Trainee 1 Shift 7 - Kyle / RGM	11am SL Development class	11am FS Cook: Trainee 1 Shift 8 - Kyle	11am TT Cook: Kyle Shift 15 - RGM	11am TT Cook: Kyle Shift 16 - RGM/ML		2pm Yen & Hallmark Ordering - RGM
10am Yen & Hallmark Ordering - RGM			11am FS Cook: Trainee 1 Shift 9 - Kyle / RGM	11am FS Cook: Trainee 1 Shift 10 - Kyle / RGM		
			1pm Hallmark Ordering - RGM			
2pm Retrain on Service steps - RGM / Jass			2pm SL Development - RGM	2pm Management Meeting - RGM/ML		
4pm Retrain on Service steps - RGM / Palak			4pm Fready & Positioning Guide - RGM / Versha			1pm MVR visit - Jass
18-Sep	19-Sep	20-Sep	21-Sep	22-Sep	23-Sep	24-Sep
11am FS Cook: Trainee 1 Shift 7 - Kyle / RGM		9am Month End Recap - RGM/ML	10am Orientation - RGM	9am Management Meeting - RGM/ML		
11am TT Cook: Kyle Shift 17 - RGM/ML		10am Interviews - RGM	12pm FS Cook: Trainee 1 Shift 1 - Kyle / RGM	11am Staffing guidelines P11 - RGM		2pm Yen & Hallmark Ordering - RGM
10am Yen & Hallmark Ordering - RGM		11am Mid-Month projection - RGM	11am Hallmark Ordering - RGM	1pm Yen Ordering - RGM		
			12pm FS Cashier: Trainee 2 Shift 1 - Palak			
2pm Review applications / setup interviews - RGM			12pm TT Cashier: Palak Shift 13 - RGM/ML	2pm SL Development - RGM		
3pm SL Development - RGM		3pm Reference checks - RGM				
		4pm Make hiring decision - RGM				1pm MVR visit - Palak
25-Sep	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep	01-Oct
10am Training Plan P11 - RGM		10am FS Cook: Trainee 1 Shift 3 - Kyle / RGM	10am Orientation - RGM	11am FS Cook: Trainee 1 Shift 4 - Kyle / RGM		
11am FS Cook: Trainee 1 Shift 2 - Kyle			11am Team Trainer Meeting - RGM			2pm Yen & Hallmark Ordering - RGM
1:30pm Yen & Hallmark Ordering - RGM	11am SL Development class			2pm SL Development - RGM		
2pm SL Development - RGM		12pm FS Cashier: Trainee 2 Shift 3 - Palak / RGM	2pm Hallmark Ordering - RGM	4pm FS Cashier: Trainee 2 Shift 4 - Palak / RGM		
3pm FS Cashier: Trainee 2 Shift 2 - Palak						
3pm TT Cashier: Palak Shift 14 - RGM/ML						

List of activities to be planned

Weekly Management Activities

➤ Food Ordering

➤ PM calendar activities

PM calendar activities

Training Planner Period 10						
Objective: Retrain all cashiers on service steps & verify by performing MVR						
04-Sep	05-Sep	06-Sep	07-Sep	08-Sep	09-Sep	10-Sep
10am Retrain on Service steps - RGM / Beant		9am Evaluate Objective accomplishment - RGM/ML	10am Orientation - RGM	10am Yen Ordering - RGM		11am MVR visit - Beant
11am Yen & Hallmark Ordering - RGM		10am Interviews - RGM	11am Hallmark Ordering - RGM	11am TT Cook: Kyle Shift 12 - RGM		2pm Yen & Hallmark Ordering - RGM
			12am TT Cook: Kyle Shift 11 - RGM	11am FS Cook: Trainee 1 Shift 6 - Kyle / RGM		
			12am TT Cook: Kyle Shift 11 - RGM	4pm TT Cashier: Palak Shift 12 - RGM		
			2pm SL Development - RGM	4pm FS Cashier: Trainee 2 Shift 6 - Palak / RGM		
2pm Review applications / setup interviews - RGM		3pm Reference checks - RGM	4pm TT Cashier: Palak Shift 11 - RGM			
			4pm FS Cashier: Trainee 2 Shift 5 - Palak			
11pm PM activities - Sanchit	11pm PM activities - Karan	4pm Make hiring decision - RGM	5pm Retrain on Service steps - RGM / Jass	11pm PM activities - Simranjeet		
11-Sep	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep
11am TT Cook: Kyle Shift 13 - RGM		11am TT Cook: Kyle Shift 14 - RGM	10am Orientation - RGM	10am Yen Ordering - RGM		
11am FS Cook: Trainee 1 Shift 7 - Kyle / RGM	11am SL Development class	11am FS Cook: Trainee 1 Shift 8 - Kyle	11am TT Cook: Kyle Shift 15 - RGM	11am TT Cook: Kyle Shift 16 - RGM/ML		2pm Yen & Hallmark Ordering - RGM
10am Yen & Hallmark Ordering - RGM			11am FS Cook: Trainee 1 Shift 9 - Kyle / RGM	11am FS Cook: Trainee 1 Shift 10 - Kyle / RGM		
			1pm Hallmark Ordering - RGM	2pm Management Meeting - RGM/ML		
2pm Retrain on Service steps - RGM / Jass			2pm SL Development - RGM			
			4pm Freedy & Positioning Guide - RGM / Versha	11pm PM activities - Aditi		1pm MVR visit - Jass
4pm Retrain on Service steps - RGM / Palak	11pm PM activities - Lakshadeep					
11pm PM activities - Palak						
18-Sep	19-Sep	20-Sep	21-Sep	22-Sep	23-Sep	24-Sep
11am FS Cook: Trainee 1 Shift 7 - Kyle / RGM		9am Month End Recap - RGM/ML	10am Orientation - RGM	9am Management Meeting - RGM/ML		
11am TT Cook: Kyle Shift 17 - RGM/ML		10am Interviews - RGM	12pm FS Cook: Trainee 1 Shift 1 - Kyle / RGM	11am Staffing guidelines P11 - RGM		
10am Yen & Hallmark Ordering - RGM			11am Hallmark Ordering - RGM	1pm Yen Ordering - RGM		2pm Yen & Hallmark Ordering - RGM
		11am Mid-Month projection - RGM	12pm FS Cashier: Trainee 2 Shift 1 - Palak	2pm SL Development - RGM		
2pm Review applications / setup interviews - RGM			12pm TT Cashier: Palak Shift 13 - RGM/ML			
3pm SL Development - RGM		3pm Reference checks - RGM				1pm MVR visit - Palak
11pm PM activities - Palak	11pm PM activities - Harry	4pm Make hiring decision - RGM		11pm PM activities - Muskan		
25-Sep	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep	01-Oct
10am Training Plan P11 - RGM		10am FS Cook: Trainee 1 Shift 3 - Kyle / RGM	10am Orientation - RGM	11am FS Cook: Trainee 1 Shift 4 - Kyle / RGM		
11am FS Cook: Trainee 1 Shift 2 - Kyle						
1:30pm Yen & Hallmark Ordering - RGM	11am SL Development class		11am Team Trainer Meeting - RGM	2pm SL Development - RGM		2pm Yen & Hallmark Ordering - RGM
2pm SL Development - RGM		12pm FS Cashier: Trainee 2 Shift 3 - Palak / RGM	2pm Hallmark Ordering - RGM	4pm FS Cashier: Trainee 2 Shift 4 - Palak / RGM		
3pm FS Cashier: Trainee 2 Shift 2 - Palak						
3pm TT Cashier: Palak Shift 14 - RGM/ML						
11pm PM activities - Karan	11pm PM activities - Manjot			11pm PM activities - Julio		

List of activities to be planned

Weekly Management Activities

- Food Ordering
- PM calendar activities

➤ **Audit cash records**

Audit cash records

Training Planner Period 10						
Objective: Retrain all cashiers on service steps & verify by performing MVR						
04-Sep	05-Sep	06-Sep	07-Sep	08-Sep	09-Sep	10-Sep
10am Retrain on Service steps - RGM / Beant		9am Evaluate Objective accomplishment - RGM/ML	10am Orientation - RGM	10am Yen Ordering - RGM		11am MVR visit - Beant
11am Yen & Hallmark Ordering - RGM		10am Interviews - RGM	11am Hallmark Ordering - RGM	11am TT Cook: Kyle Shift 12 - RGM		
			12am TT Cook: Kyle Shift 11 - RGM	11am FS Cook: Trainee 1 Shift 6 - Kyle / RGM		2pm Yen & Hallmark Ordering - RGM
1pm Audit Cash record - RGM			12am TT Cook: Kyle Shift 11 - RGM			
			2pm SL Development - RGM	4pm TT Cashier: Palak Shift 12 - RGM		
2pm Review applications / setup interviews - RGM		3pm Reference checks - RGM	4pm TT Cashier: Palak Shift 11 - RGM	4pm FS Cashier: Trainee 2 Shift 6 - Palak / RGM		
		4pm Make hiring decision - RGM	4pm FS Cashier: Trainee 2 Shift 5 - Palak			
11pm PM activities - Sanchit	11pm PM activities - Karan		5pm Retrain on Service steps - RGM / Jass			
11-Sep	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep
11am TT Cook: Kyle Shift 13 - RGM		11am TT Cook: Kyle Shift 14 - RGM	10am Orientation - RGM	10am Yen Ordering - RGM		
11am FS Cook: Trainee 1 Shift 7 - Kyle / RGM	11am SL Development class	11am FS Cook: Trainee 1 Shift 8 - Kyle	11am TT Cook: Kyle Shift 15 - RGM	11am TT Cook: Kyle Shift 16 - RGM/ML		
10am Yen & Hallmark Ordering - RGM			11am FS Cook: Trainee 1 Shift 9 - Kyle / RGM	11am FS Cook: Trainee 1 Shift 10 - Kyle / RGM		2pm Yen & Hallmark Ordering - RGM
1pm Audit Cash record - RGM			1pm Hallmark Ordering - RGM			
2pm Retrain on Service steps - RGM / Jass			2pm SL Development - RGM	2pm Management Meeting - RGM/ML		
4pm Retrain on Service steps - RGM / Palak			4pm Freedy & Positioning Guide - RGM / Versha			1pm MVR visit - Jass
11pm PM activities - Palak	11pm PM activities - Lakshadeep			11pm PM activities - Aditi		
18-Sep	19-Sep	20-Sep	21-Sep	22-Sep	23-Sep	24-Sep
11am FS Cook: Trainee 1 Shift 7 - Kyle / RGM		9am Month End Recap - RGM/ML	10am Orientation - RGM	9am Management Meeting - RGM/ML		
11am TT Cook: Kyle Shift 17 - RGM/ML		10am Interviews - RGM	12pm FS Cook: Trainee 1 Shift 1 - Kyle / RGM	11am Staffing guidelines P11 - RGM		
10am Yen & Hallmark Ordering - RGM			11am Hallmark Ordering - RGM	1pm Yen Ordering - RGM		2pm Yen & Hallmark Ordering - RGM
1pm Audit Cash record - RGM		11am Mid-Month projection - RGM	12pm FS Cashier: Trainee 2 Shift 1 - Palak			
2pm Review applications / setup interviews - RGM			12pm TT Cashier: Palak Shift 13 - RGM/ML	2pm SL Development - RGM		
3pm SL Development - RGM		3pm Reference checks - RGM				1pm MVR visit - Palak
		4pm Make hiring decision - RGM				
11pm PM activities - Palak	11pm PM activities - Harry			11pm PM activities - Muskan		
25-Sep	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep	01-Oct
10am Training Plan P11 - RGM		10am FS Cook: Trainee 1 Shift 3 - Kyle / RGM	10am Orientation - RGM	11am FS Cook: Trainee 1 Shift 4 - Kyle / RGM		
11am FS Cook: Trainee 1 Shift 2 - Kyle			11am Team Trainer Meeting - RGM			
1pm Audit Cash record - RGM	11am SL Development class			2pm SL Development - RGM		2pm Yen & Hallmark Ordering - RGM
1:30pm Yen & Hallmark Ordering - RGM		12pm FS Cashier: Trainee 2 Shift 3 - Palak / RGM	2pm Hallmark Ordering - RGM	4pm FS Cashier: Trainee 2 Shift 4 - Palak / RGM		
2pm SL Development - RGM						
3pm FS Cashier: Trainee 2 Shift 2 - Palak						
3pm TT Cashier: Palak Shift 14 - RGM/ML						
11pm PM activities - Karan	11pm PM activities - Manjot			11pm PM activities - Julio		

List of activities to be planned

Weekly Management Activities

- Food Ordering
- PM calendar activities
- Audit cash records

➤ Payroll

Payroll

Training Planner Period 10						
Objective: Retrain all cashiers on service steps & verify by performing MVR						
04-Sep	05-Sep	06-Sep	07-Sep	08-Sep	09-Sep	10-Sep
9am Payroll - RGM/ML		9am Evaluate Objective accomplishment - RGM/ML	10am Orientation - RGM	10am Yen Ordering - RGM		11am MVR visit - Beant
		10am Interviews - RGM	11am Hallmark Ordering - RGM	11am TT Cook: Kyle Shift 12 - RGM		
10am Retrain on Service steps - RGM / Beant			12am TT Cook: Kyle Shift 11 - RGM	11am FS Cook: Trainee 1 Shift 6 - Kyle / RGM		2pm Yen & Hallmark Ordering - RGM
11am Yen & Hallmark Ordering - RGM			12am TT Cook: Kyle Shift 11 - RGM			
1pm Audit Cash record - RGM			2pm SL Development - RGM	4pm TT Cashier: Palak Shift 12 - RGM		
			4pm TT Cashier: Palak Shift 11 - RGM	4pm FS Cashier: Trainee 2 Shift 6 - Palak / RGM		
2pm Review applications / setup interviews - RGM		3pm Reference checks - RGM	4pm FS Cashier: Trainee 2 Shift 5 - Palak			
		4pm Make hiring decision - RGM	5pm Retrain on Service steps - RGM / Jass			
11pm PM activities - Sanchit	11pm PM activities - Karan			11pm PM activities - Simranjeet		
11-Sep	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep
11am TT Cook: Kyle Shift 13 - RGM		11am TT Cook: Kyle Shift 14 - RGM	10am Orientation - RGM	10am Yen Ordering - RGM		
11am FS Cook: Trainee 1 Shift 7 - Kyle / RGM	11am SL Development class	11am FS Cook: Trainee 1 Shift 8 - Kyle	11am TT Cook: Kyle Shift 15 - RGM	11am FS Cook: Trainee 1 Shift 9 - Kyle / RGM		
10am Yen & Hallmark Ordering - RGM			1pm Hallmark Ordering - RGM	11am FS Cook: Trainee 1 Shift 10 - Kyle / RGM		2pm Yen & Hallmark Ordering - RGM
1pm Audit Cash record - RGM			2pm SL Development - RGM	2pm Management Meeting - RGM/ML		
2pm Retrain on Service steps - RGM / Jass						
			4pm Freedy & Positioning Guide - RGM / Versha			1pm MVR visit - Jass
4pm Retrain on Service steps - RGM / Palak						
11pm PM activities - Palak	11pm PM activities - Lakshadeep			11pm PM activities - Aditi		
18-Sep	19-Sep	20-Sep	21-Sep	22-Sep	23-Sep	24-Sep
9am Payroll - RGM/ML		9am Month End Recap - RGM/ML	10am Orientation - RGM	9am Management Meeting - RGM/ML		
11am FS Cook: Trainee 1 Shift 7 - Kyle / RGM		10am Interviews - RGM	12pm FS Cook: Trainee 1 Shift 1 - Kyle / RGM	11am Staffing guidelines P11 - RGM		
11am TT Cook: Kyle Shift 17 - RGM/ML			11am Hallmark Ordering - RGM	1pm Yen Ordering - RGM		2pm Yen & Hallmark Ordering - RGM
10am Yen & Hallmark Ordering - RGM		11am Mid-Month projection - RGM	12pm FS Cashier: Trainee 2 Shift 1 - Palak	2pm SL Development - RGM		
1pm Audit Cash record - RGM			12pm TT Cashier: Palak Shift 13 - RGM/ML			
2pm Review applications / setup interviews - RGM		3pm Reference checks - RGM				1pm MVR visit - Palak
3pm SL Development - RGM		4pm Make hiring decision - RGM				
11pm PM activities - Palak	11pm PM activities - Harry			11pm PM activities - Muskan		
25-Sep	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep	01-Oct
10am Training Plan P11 - RGM		10am FS Cook: Trainee 1 Shift 3 - Kyle / RGM	10am Orientation - RGM	11am FS Cook: Trainee 1 Shift 4 - Kyle / RGM		
11am FS Cook: Trainee 1 Shift 2 - Kyle			11am Team Trainer Meeting - RGM			
1pm Audit Cash record - RGM						
	11am SL Development class			2pm SL Development - RGM		2pm Yen & Hallmark Ordering - RGM
1:30pm Yen & Hallmark Ordering - RGM		12pm FS Cashier: Trainee 2 Shift 3 - Palak / RGM	2pm Hallmark Ordering - RGM	4pm FS Cashier: Trainee 2 Shift 4 - Palak / RGM		
2pm SL Development - RGM						
3pm FS Cashier: Trainee 2 Shift 2 - Palak						
3pm TT Cashier: Palak Shift 14 - RGM/ML						
11pm PM activities - Karan	11pm PM activities - Manjot			11pm PM activities - Julio		

List of activities to be planned

Monthly Management Activities

- Food Ordering
- PM calendar activities
- Audit cash records
- Payroll

➤ **Crew schedule**

Crew schedule activities to be planned

- Make crew schedule
 - Review crew schedule with Market Leader
-

Crew schedule

Training Planner Period 10						
Objective: Retrain all cashiers on service steps & verify by performing MVR						
04-Sep	05-Sep	06-Sep	07-Sep	08-Sep	09-Sep	10-Sep
9am Payroll - RGM/ML		9am Evaluate Objective accomplishment - RGM/ML	10am Orientation - RGM	10am Yen Ordering - RGM		
		10am Interviews - RGM	11am Hallmark Ordering - RGM			11am MVR visit - Beant
10am Retrain on Service steps - RGM / Beant			12am TT Cook: Kyle Shift 11 - RGM	11am TT Cook: Kyle Shift 12 - RGM		
11am Yen & Hallmark Ordering - RGM			12am TT Cook: Kyle Shift 11 - RGM	11am FS Cook: Trainee 1 Shift 6 - Kyle / RGM		2pm Yen & Hallmark Ordering - RGM
1pm Audit Cash record - RGM		1pm Crew Schedule - RGM	2pm SL Development - RGM	3pm Crew Schedule review - RGM/ML		
			4pm TT Cashier: Palak Shift 11 - RGM			
2pm Review applications / setup interviews - RGM		3pm Reference checks - RGM	4pm FS Cashier: Trainee 2 Shift 5 - Palak	4pm TT Cashier: Palak Shift 12 - RGM		
				4pm FS Cashier: Trainee 2 Shift 6 - Palak / RGM		
		4pm Make hiring decision - RGM	5pm Retrain on Service steps - RGM / Jass			
11pm PM activities - Sanchit	11pm PM activities - Karan			11pm PM activities - Simranjeet		
11-Sep	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep
11am TT Cook: Kyle Shift 13 - RGM		11am TT Cook: Kyle Shift 14 - RGM	10am Orientation - RGM	10am Yen Ordering - RGM		
11am FS Cook: Trainee 1 Shift 7 - Kyle / RGM	11am SL Development class	11am FS Cook: Trainee 1 Shift 8 - Kyle	11am TT Cook: Kyle Shift 15 - RGM			
10am Yen & Hallmark Ordering - RGM			11am FS Cook: Trainee 1 Shift 9 - Kyle / RGM	11am TT Cook: Kyle Shift 16 - RGM/ML		
1pm Audit Cash record - RGM			1pm Hallmark Ordering - RGM	11am FS Cook: Trainee 1 Shift 10 - Kyle / RGM		2pm Yen & Hallmark Ordering - RGM
		1pm Crew Schedule - RGM	2pm SL Development - RGM	2pm Management Meeting - RGM/ML		
2pm Retrain on Service steps - RGM / Jass				3pm Crew Schedule review - RGM/ML		
			4pm Freedy & Positioning Guide - RGM / Versha			1pm MVR visit - Jass
4pm Retrain on Service steps - RGM / Palak						
11pm PM activities - Palak	11pm PM activities - Lakshadeep			11pm PM activities - Aditi		
18-Sep	19-Sep	20-Sep	21-Sep	22-Sep	23-Sep	24-Sep
9am Payroll - RGM/ML		9am Month End Recap - RGM/ML	10am Orientation - RGM	9am Management Meeting - RGM/ML		
			12pm FS Cook: Trainee 1 Shift 1 - Kyle / RGM			
11am FS Cook: Trainee 1 Shift 7 - Kyle / RGM		10am Interviews - RGM	11am Hallmark Ordering - RGM	11am Staffing guidelines P11 - RGM		
11am TT Cook: Kyle Shift 17 - RGM/ML				1pm Yen Ordering - RGM		2pm Yen & Hallmark Ordering - RGM
10am Yen & Hallmark Ordering - RGM		11am Mid-Month projection - RGM	12pm FS Cashier: Trainee 2 Shift 1 - Palak			
1pm Audit Cash record - RGM			12pm TT Cashier: Palak Shift 13 - RGM/ML	2pm SL Development - RGM		
		3pm Reference checks - RGM	1pm Crew Schedule - RGM	3pm Crew Schedule review - RGM/ML		
2pm Review applications / setup interviews - RGM		4pm Make hiring decision - RGM				1pm MVR visit - Palak
3pm SL Development - RGM						
11pm PM activities - Palak	11pm PM activities - Harry			11pm PM activities - Muskan		
25-Sep	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep	01-Oct
10am Training Plan P11 - RGM		10am FS Cook: Trainee 1 Shift 3 - Kyle / RGM	10am Orientation - RGM	11am FS Cook: Trainee 1 Shift 4 - Kyle / RGM		
11am FS Cook: Trainee 1 Shift 2 - Kyle						
1pm Audit Cash record - RGM			11am Team Trainer Meeting - RGM			
	11am SL Development class			2pm SL Development - RGM		2pm Yen & Hallmark Ordering - RGM
1:30pm Yen & Hallmark Ordering - RGM		12pm FS Cashier: Trainee 2 Shift 3 - Palak / RGM	2pm Hallmark Ordering - RGM	3pm Crew Schedule review - RGM/ML		
		1pm Crew Schedule - RGM		4pm FS Cashier: Trainee 2 Shift 4 - Palak / RGM		
2pm SL Development - RGM						
3pm FS Cashier: Trainee 2 Shift 2 - Palak						
3pm TT Cashier: Palak Shift 14 - RGM/ML						
11pm PM activities - Karan	11pm PM activities - Manjot			11pm PM activities - Julio		

List of Management activities to be planned

Monthly Management Activities

- Evaluate Objective accomplishment
- Month end recap
- Team Trainer Meeting
- Management Meeting
- Patch Meeting
- Mid-Month projections

Weekly Management Activities

- Food Ordering
- PM calendar activities
- Audit cash records
- Payroll
- Crew Schedule