

Training Plan





ROI

(Return on Investment)

- Improved employee retention
- Increased employee engagement
- Less employee supervision
- Increased ability to promote from within



Training Workshop

- Create training objective for the period
- What restaurant training activities need to be planned?
- What people development activities need to be planned?
- Who is Responsible?
- Identify where Manager involvement is required.

Prerequisites for Planner

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



If you fail to plan, you're
planning to fail." –
Benjamin Franklin.

Nathan Armstrong

quote fancy

List of activities to be planned

Restaurant Training Activities

- Create restaurant objective for the period.

Objective that needs to be accomplished

Training Planner Period 10						
Objective: Retrain & verify all Assistants / Shift leaders on updating and utilizing Fready. Retrain & verify all Assistant / Shift leaders on shift positioning.						
07-Aug	08-Aug	09-Aug	10-Aug	11-Aug	12-Aug	13-Aug
14-Aug	15-Aug	16-Aug	17-Aug	18-Aug	19-Aug	20-Aug
21-Aug	22-Aug	23-Aug	24-Aug	25-Aug	26-Aug	27-Aug
28-Aug	29-Aug	30-Aug	31-Aug	01-Sep	02-Sep	03-Sep

List of activities to be planned

Restaurant Training Activities

➤ Create restaurant objective for the period.

➤ **Complete staffing needs & analysis**

Complete staffing guideline

Training Planner Period 10						
Objective: Retrain & verify all Assistants / Shift leaders on updating and utilizing Fready. Retrain & verify all Assistant / Shift leaders on shift positioning.						
07-Aug	08-Aug	09-Aug	10-Aug	11-Aug	12-Aug	13-Aug
14-Aug	15-Aug	16-Aug	17-Aug	18-Aug	19-Aug	20-Aug
21-Aug	22-Aug	23-Aug	24-Aug	25-Aug	26-Aug	27-Aug
				10am Staffing guidelines P11 - RGM		
28-Aug	29-Aug	30-Aug	31-Aug	01-Sep	02-Sep	03-Sep

List of activities to be planned

Restaurant Training Activities

- Create restaurant objective for the period.
- Complete staffing needs & analysis

➤ Complete next period training plan

Complete next period training plan

Training Planner Period 10						
Objective: Retrain & verify all Assistants / Shift leaders on updating and utilizing Fready. Retrain & verify all Assistant / Shift leaders on shift positioning.						
07-Aug	08-Aug	09-Aug	10-Aug	11-Aug	12-Aug	13-Aug
14-Aug	15-Aug	16-Aug	17-Aug	18-Aug	19-Aug	20-Aug
21-Aug	22-Aug	23-Aug	24-Aug	25-Aug	26-Aug	27-Aug
				10am Staffing guidelines P11 - RGM		
28-Aug	29-Aug	30-Aug	31-Aug	01-Sep	02-Sep	03-Sep
10am Training Plan P11 - RGM						

List of activities to be planned

Restaurant Training Activities

- Create restaurant objective for the period.
- Complete staffing needs & analysis
- Next period training plan

➤ Plan hiring process

Hiring activities to be planned

- Determine number of staff to be hired (Staffing guidelines)
- Review applications / setup interviews
- Conduct Interviews
- Reference check
- Make Hiring decision

Plan hiring process

Training Planner Period 10						
Objective: Retrain & verify all Assistants / Shift leaders on updating and utilizing Freedy. Retrain & verify all Assistant / Shift leaders on shift positioning.						
07-Aug	08-Aug	09-Aug	10-Aug	11-Aug	12-Aug	13-Aug
2pm Review applications / setup interviews - RGM		10am Interviews - RGM 3pm Reference checks - RGM 4pm Make hiring decision - RGM				
14-Aug	15-Aug	16-Aug	17-Aug	18-Aug	19-Aug	20-Aug
21-Aug	22-Aug	23-Aug	24-Aug	25-Aug	26-Aug	27-Aug
2pm Review applications / setup interviews - RGM		10am Interviews - RGM 3pm Reference checks - RGM 4pm Make hiring decision - RGM		10am Staffing guidelines P11 - RGM		
28-Aug	29-Aug	30-Aug	31-Aug	01-Sep	02-Sep	03-Sep
10am Training Plan P11 - RGM						

List of activities to be planned

Restaurant Training Activities

- Create restaurant objective for the period.
- Complete staffing needs & analysis
- Next period training plan
- Plan hiring process

➤ Orientation

Scheduling Orientation

Training Planner Period 10						
Objective: Retrain & verify all Assistants / Shift leaders on updating and utilizing Fready. Retrain & verify all Assistant / Shift leaders on shift positioning.						
07-Aug	08-Aug	09-Aug	10-Aug	11-Aug	12-Aug	13-Aug
2pm Review applications / setup interviews - RGM		10am Interviews - RGM	10am Orientation - RGM			
		3pm Reference checks - RGM				
		4pm Make hiring decision - RGM				
14-Aug	15-Aug	16-Aug	17-Aug	18-Aug	19-Aug	20-Aug
21-Aug	22-Aug	23-Aug	24-Aug	25-Aug	26-Aug	27-Aug
2pm Review applications / setup interviews - RGM		10am Interviews - RGM	10am Orientation - RGM	10am Staffing guidelines P11 - RGM		
		3pm Reference checks - RGM				
		4pm Make hiring decision - RGM				
28-Aug	29-Aug	30-Aug	31-Aug	01-Sep	02-Sep	03-Sep
10am Training Plan P11 - RGM						

List of activities to be planned

Restaurant Training Activities

- Create restaurant objective for the period.
- Complete staffing needs & analysis
- Next period training plan
- Plan hiring process
- Orientation

➤ First station training

First station training activities to be planned

- Determine number of staff to be hired (Staffing guidelines)
- Determine number trainee per week
- Determine number of training shifts
- Crew trainer conducting training

First Station Training

Training Planner Period 10						
Objective: Retrain & verify all Assistants / Shift leaders on updating and utilizing Fready. Retrain & verify all Assistant / Shift leaders on shift positioning.						
07-Aug	08-Aug	09-Aug	10-Aug	11-Aug	12-Aug	13-Aug
2pm Review applications / setup interviews - RGM		10am Interviews - RGM 3pm Reference checks - RGM 4pm Make hiring decision - RGM	10am Orientatation - RGM			
14-Aug	15-Aug	16-Aug	17-Aug	18-Aug	19-Aug	20-Aug
			10am Orientatation - RGM			
21-Aug	22-Aug	23-Aug	24-Aug	25-Aug	26-Aug	27-Aug
2pm Review applications / setup interviews - RGM		10am Interviews - RGM 3pm Reference checks - RGM 4pm Make hiring decision - RGM	10am Orientatation - RGM 12pm FS Cook: Trainee 1 Shift 1 - Kyle / RGM 12pm FS Cashier: Trainee 2 Shift 1 - Palak	10am Staffing guidelines P11 - RGM		
28-Aug	29-Aug	30-Aug	31-Aug	01-Sep	02-Sep	03-Sep
10am Training Plan P11 - RGM 11am FS Cook: Trainee 1 Shift 2 - Kyle 3pm FS Cashier: Trainee 2 Shift 2 - Palak		10am FS Cook: Trainee 1 Shift 3 - Kyle / RGM 12pm FS Cashier: Trainee 2 Shift 3 - Palak / RGM	10am Orientatation - RGM	11am FS Cook: Trainee 1 Shift 4 - Kyle / RGM 4pm FS Cashier: Trainee 2 Shift 4 - Palak / RGM		

List of 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

➤ Implement objective steps

Implement objective steps

Training Planner Period 10						
Objective: Retrain & verify all Assistants / Shift leaders on updating and utilizing Fready.						
Retrain & verify all Assistant / Shift leaders on shift positioning.						
07-Aug	08-Aug	09-Aug	10-Aug	11-Aug	12-Aug	13-Aug
10am Fready & Positioning Guide - RGM / Beant 2pm Review applications / setup interviews - RGM		10am Interviews - RGM 3pm Reference checks - RGM 4pm Make hiring decision - RGM	10am Orientatation - RGM 4pm Fready & Positioning Guide - RGM / Jass			
14-Aug	15-Aug	16-Aug	17-Aug	18-Aug	19-Aug	20-Aug
4pm Fready & Positioning Guide - RGM / Palak			10am Orientatation - RGM 4pm Fready & Positioning Guide - RGM / Varsha			
21-Aug	22-Aug	23-Aug	24-Aug	25-Aug	26-Aug	27-Aug
2pm Review applications / setup interviews - RGM		10am Interviews - RGM 3pm Reference checks - RGM 4pm Make hiring decision - RGM	10am Orientatation - RGM 12pm FS Cook: Trainee 1 Shift 1 - Kyle / RGM 12pm FS Cashier: Trainee 2 Shift 1 - Palak	10am Staffing guidelines P11 - RGM		
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10am Training Plan P11 - RGM 11am FS Cook: Trainee 1 Shift 2 - Kyle 3pm FS Cashier: Trainee 2 Shift 2 - Palak		10am FS Cook: Trainee 1 Shift 3 - Kyle / RGM 12pm FS Cashier: Trainee 2 Shift 3 - Palak / RGM	10am Orientatation - RGM	11am FS Cook: Trainee 1 Shift 4 - Kyle / RGM 4pm FS Cashier: Trainee 2 Shift 4 - Palak / RGM		

List of People activities to be planned

People Development Activities

- Team Trainer certification - RGM

Team Trainer Certification - RGM

- Confirm dates from ML for verification
- Day 1: All 12-station verification
- Day 2: Verification - RGM training shift with new employee

Team Trainer Certification - RGM

Training Planner Period 10						
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10am Fready & Positioning Guide - RGM / Beant 11am TT certification Day 1- RGM/ML 2pm Review applications / setup interviews - RGM		10am Interviews - RGM 11am TT certification Day 2- RGM/ML 3pm Reference checks - RGM 4pm Make hiring decision - RGM	10am Orientatation - RGM 4pm Fready & Positioning Guide - RGM / Jass			
14-Aug	15-Aug	16-Aug	17-Aug	18-Aug	19-Aug	20-Aug
4pm Fready & Positioning Guide - RGM / Palak			10am Orientatation - RGM 4pm Fready & Positioning Guide - RGM / Versha			
21-Aug	22-Aug	23-Aug	24-Aug	25-Aug	26-Aug	27-Aug
2pm Review applications / setup interviews - RGM		10am Interviews - RGM 3pm Reference checks - RGM 4pm Make hiring decision - RGM	10am Orientatation - RGM 12pm FS Cook: Trainee 1 Shift 1 - Kyle / RGM 12pm FS Cashier: Trainee 2 Shift 1 - Palak	10am Staffing guidelines P11 - RGM		
28-Aug	29-Aug	30-Aug	31-Aug	01-Sep	02-Sep	03-Sep
10am Training Plan P11 - RGM 11am FS Cook: Trainee 1 Shift 2 - Kyle 3pm FS Cashier: Trainee 2 Shift 2 - Palak		10am FS Cook: Trainee 1 Shift 3 - Kyle / RGM 12pm FS Cashier: Trainee 2 Shift 3 - Palak / RGM	10am Orientatation - RGM	11am FS Cook: Trainee 1 Shift 4 - Kyle / RGM 4pm FS Cashier: Trainee 2 Shift 4 - Palak / RGM		

List of People activities to be planned

People Development Activities

➤ Team Trainer certification - RGM

➤ Team Trainer training

Team Trainer Training

Training Planner Period 10						
Objective: Retrain & verify all Assistants / Shift leaders on updating and utilizing Freedy. Retrain & verify all Assistant / Shift leaders on shift positioning.						
07-Aug	08-Aug	09-Aug	10-Aug	11-Aug	12-Aug	13-Aug
10am Freedy & Positioning Guide - RGM / Beant 11am TT certification Day 1- RGM/ML 2pm Review applications / setup interviews - RGM		10am Interviews - RGM 11am TT certification Day 2- RGM/ML 3pm Reference checks - RGM 4pm Make hiring decision - RGM	10am Orientatation - RGM 11am TT Cook: Kyle Shift 1 - RGM 3pm TT Cashier: Palak Shift 1 - RGM 4pm Freedy & Positioning Guide - RGM / Jass	11am TT Cook: Kyle Shift 2 - RGM 3pm TT Cashier: Palak Shift 2 - RGM		
14-Aug	15-Aug	16-Aug	17-Aug	18-Aug	19-Aug	20-Aug
2pm TT Cook: Kyle Shift 3 - RGM 3pm TT Cashier: Palak Shift 3 - RGM 4pm Freedy & Positioning Guide - RGM / Palak		3pm TT Cashier: Palak Shift 4 - RGM 4pm TT Cook: Kyle Shift 4 - RGM	10am Orientatation - RGM 4pm Freedy & Positioning Guide - RGM / Versha	11am TT Cook: Kyle Shift 5 - RGM 3pm TT Cashier: Palak Shift 5 - RGM		
21-Aug	22-Aug	23-Aug	24-Aug	25-Aug	26-Aug	27-Aug
11am TT Cook: Kyle Shift 6 - RGM 2pm Review applications / setup interviews - RGM 4pm TT Cashier: Palak Shift 6 - RGM		10am Interviews - RGM 3pm Reference checks - RGM 4pm Make hiring decision - RGM	10am Orientatation - RGM 12pm FS Cook: Trainee 1 Shift 1 - Kyle / RGM 12pm TT Cook: Kyle Shift 7 - RGM 12pm FS Cashier: Trainee 2 Shift 1 - Palak 12pm TT Cashier: Palak Shift 7 - RGM	10am Staffing guidelines P11 - RGM		
28-Aug	29-Aug	30-Aug	31-Aug	01-Sep	02-Sep	03-Sep
10am Training Plan P11 - RGM 11am FS Cook: Trainee 1 Shift 2 - Kyle 11am TT Cook: Kyle Shift 8 - RGM 3pm FS Cashier: Trainee 2 Shift 2 - Palak 3pm TT Cashier: Palak Shift 8 - RGM		10am FS Cook: Trainee 1 Shift 3 - Kyle / RGM 10am TT Cook: Kyle Shift 9 - RGM 12pm FS Cashier: Trainee 2 Shift 3 - Palak / RGM 12pm TT Cashier: Palak Shift 9 - RGM	10am Orientatation - RGM	11am FS Cook: Trainee 1 Shift 4 - Kyle / RGM 11am TT Cook: Kyle Shift 10 - RGM 4pm FS Cashier: Trainee 2 Shift 4 - Palak / RGM 4pm TT Cashier: Palak Shift 10 - RGM		

List of People activities to be planned

People Development Activities

- Team Trainer certification – RGM
- Team Trainer training

➤ Shift Leader Development

Shift Leader Development

Training Planner Period 10						
Objective: Retrain & verify all Assistants / Shift leaders on updating and utilizing Fready. Retrain & verify all Assistant / Shift leaders on shift positioning.						
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10am Fready & Positioning Guide - RGM / Beant 11am TT certification Day 1- RGM/ML 2pm Review applications / setup interviews - RGM		10am Interviews - RGM 11am TT certification Day 2- RGM/ML 3pm Reference checks - RGM 4pm Make hiring decision - RGM	10am Orientatation - RGM 11am TT Cook: Kyle Shift 1 - RGM 2pm SL Development - RGM 3pm TT Cashier: Palak Shift 1 - RGM 4pm Fready & Positioning Guide - RGM / Jass	11am TT Cook: Kyle Shift 2 - RGM 2pm SL Development - RGM 3pm TT Cashier: Palak Shift 2 - RGM		
14-Aug	15-Aug	16-Aug	17-Aug	18-Aug	19-Aug	20-Aug
2pm TT Cook: Kyle Shift 3 - RGM 3pm TT Cashier: Palak Shift 3 - RGM 4pm Fready & Positioning Guide - RGM / Palak	11am SL Development class	2pm SL Development - RGM 3pm TT Cashier: Palak Shift 4 - RGM 4pm TT Cook: Kyle Shift 4 - RGM	10am Orientatation - RGM 2pm SL Development - RGM 4pm Fready & Positioning Guide - RGM / Versha	11am TT Cook: Kyle Shift 5 - RGM 3pm TT Cashier: Palak Shift 5 - RGM		
21-Aug	22-Aug	23-Aug	24-Aug	25-Aug	26-Aug	27-Aug
11am TT Cook: Kyle Shift 6 - RGM 2pm Review applications / setup interviews - RGM 3pm SL Development - RGM 4pm TT Cashier: Palak Shift 6 - RGM		10am Interviews - RGM 3pm Reference checks - RGM 4pm Make hiring decision - RGM	10am Orientatation - RGM 12pm FS Cook: Trainee 1 Shift 1 - Kyle / RGM 12pm TT Cook: Kyle Shift 7 - RGM 12pm FS Cashier: Trainee 2 Shift 1 - Palak 12pm TT Cashier: Palak Shift 7 - RGM	10am Staffing guidelines P11 - RGM 2pm SL Development - RGM		
28-Aug	29-Aug	30-Aug	31-Aug	01-Sep	02-Sep	03-Sep
10am Training Plan P11 - RGM 11am FS Cook: Trainee 1 Shift 2 - Kyle 11am TT Cook: Kyle Shift 8 - RGM 2pm SL Development - RGM 3pm FS Cashier: Trainee 2 Shift 2 - Palak 3pm TT Cashier: Palak Shift 8 - RGM	11am SL Development class	10am FS Cook: Trainee 1 Shift 3 - Kyle / RGM 10am TT Cook: Kyle Shift 9 - RGM 12pm FS Cashier: Trainee 2 Shift 3 - Palak / RGM 12pm TT Cashier: Palak Shift 9 - RGM	10am Orientatation - RGM	11am FS Cook: Trainee 1 Shift 4 - Kyle / RGM 11am TT Cook: Kyle Shift 10 - RGM 2pm SL Development - RGM 4pm FS Cashier: Trainee 2 Shift 4 - Palak / RGM 4pm TT Cashier: Palak Shift 10 - RGM		

Operating Plan



OPERATING SCHEDULE

HILLO

CANOLA FRYING OIL HAS

☒ *No Trans Fats*☒ No Cholesterol[illegible]

Make hiring decision

TT certification Day 2- RGM

Interviews

Reference checks

Fready & Positioning Guide

OPERATING SCHEDULE

Hilo
CANOLA FRYING OIL HAS
☒ No Trans Fats
☒ No Cholesterol

[illegible]

TT Cook: Shift 2

SL Development

TT Cashier: Palak Shift 2

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Q&A