

**DM TRAINING OUTLINE**

District Manager Trainee

Peer Advisor

<b>Dates</b>	<b>Training</b>	<b>Wks</b>	<b>Topics/Workshops</b>	<b>Experience</b>	<b>Min.</b>
	Orientation				
	Introduction Peer Advisor: _____	3	AMS Workshop Customer Satisfaction Workshop Manual Review See monthly cycle: actuals, projections, etc.		
	In-Store Training Store # _____	5	CBT, PITOT Use Cashier, Shift and MT training schedule	Inventory	1
	Warehouse	1	WH Director WH Supervisors S&R Assistants Perishable Ordering Workshop		
	Acting Assistant Store Manager Store # _____	6	Store Inventory Workshop	Inventory	2
	Store Training Overview	1	Productivity Workshop	Inventory	1
	Acting Store Manager Store # _____	14		Inventory	2
	Real Estate & Purchasing	1	R.E. & PUR Directors R.E. & PUR Assistants Store Maintenance & Expense Workshop		
	Phase I  DM: _____	6	Planner Organization Workshop Inventory Supervision Workshop Cash Audit & IT Workshop	Lead Store Meeting Hirings Interviews Cashier Orientation Inventory	1 1 10 2 3
	Administration Training	1	ADMIN Director Payroll/Benefits Assistants Bookkeeper Ops/Executive Assistants Hiring Workshop Meeting Workshop		
	Phase II  DM: _____	6	Personnel Workshop	Lead Store Meeting Hirings Interviews Cashier Orientation Inventory	1 1 10 2 3
	Vice President & Operations Director Week	1	Attend Director Meeting Ride with VP Ride with OPS Director Role Play Scenarios/Training Wrap Up		
	Run District w/Peer Advisor Supervision	5	Ride Weekly with Peer Advisor Weekly Visits with Trainers 1 & 2		
	<b>Total Weeks</b>	<b>50</b>			