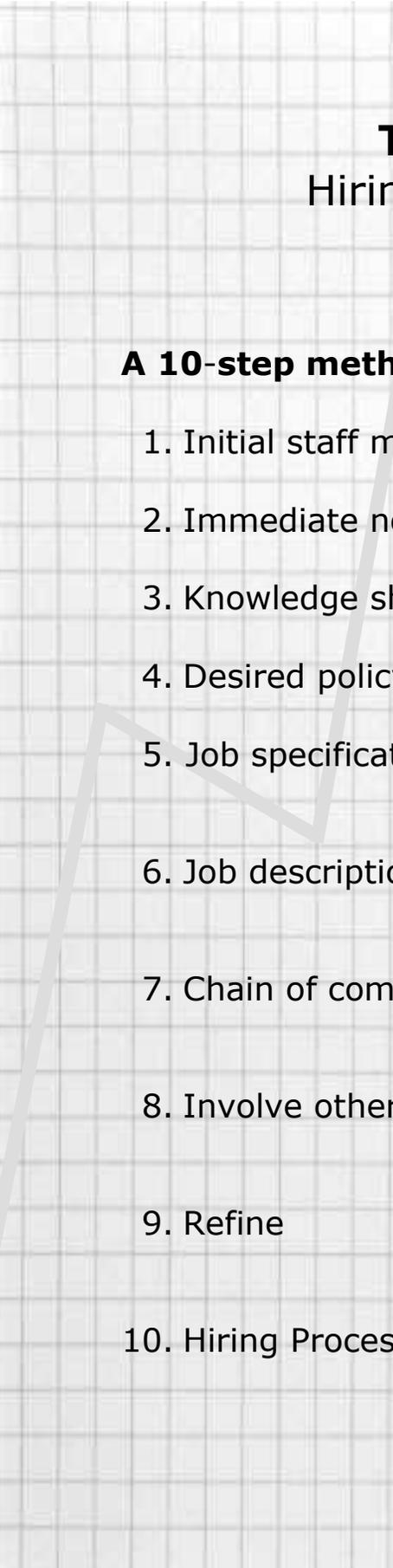




Presented
by
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Team UP for Success!

Hiring, Educating, and Keeping the Best Employees

A 10-step method of implementation

1. Initial staff meetings
2. Immediate needs of policy and procedure
3. Knowledge sharing
4. Desired policy and procedure
5. Job specifications
6. Job descriptions
7. Chain of command
8. Involve others
9. Refine
10. Hiring Process

Detailed information of each of the 10 steps

1. Initial staff meetings

A. Length

B. Frequency

C. When

D. Requirements

2. Immediate needs of policy and procedure

A. Policy

B. Procedure

3. Knowledge sharing

A. Advertising

B. Product knowledge

C. Service techniques

D. Sales techniques

4. Desired policy and procedure

A. Where do you want to go?

5. Job specifications

A. How to perform

6. Job descriptions for all

A. Working with customers

B. Working with one another

C. Communicating

D. Leadership

7. The chain of command

8. Involve others

A. Mentoring

B. Coaching/teaching

C. Supervisors

9. Refine

A. Timeline

B. Job reviews

C. Scoring

D. Goals and deadlines

10. Hiring process

A. Advertising

B. Job-description applications

C. Interviewers

D. Training bonuses

Promoting the Results of your Team

1.

2.