# store manager scheduling

# TRAINING DESIGN OUTLINE

MONDAY, MARCH 1

## PROGRAM 1: SCHEDULING CSRS

MODULE	SECTION	MAT'L SOURCE	Ŀ	MM	WIREFRAME	INTERACTIVITY/NOTES
1.1 Optimized Scheduling for CSRs	<ul> <li>Scheduling Principles</li> <li>always fully staffed with core and flex teams</li> <li>set schedules (4-hour shifts)</li> <li>Saturday and Sunday busiest days</li> <li>decision driver: tasks</li> </ul>				slide viewer	
	Doptimized Scheduling Overview				HTML5 animation	
	CSR Scheduling Guidelines				HTML animation	
	A. Knowledge Check				quiz	
1.2 Create Your Base	▶ How to Create Your Base Schedule				HTML5 video	
Schedule	Activity: Create Your Base CSR Schedule				slide viewer	
	-M- Knowledge Check				quiz	
1.3 Create Your Weekly	D How to Create Your Weekly Schedule				HTML5 video	
Schedule	Activity: Create a Weekly CSR Schedule				slide viewer	
	-🍌 Knowledge Check				quiz	
1.4 Seasonal CSR Scheduling	<ul> <li>Your Seasonal Team</li> <li>4/6/8 hour shifts (?)</li> <li>always be fully staffed with core first</li> </ul>				slide viewer	
	▶ How to Schedule Seasonal CSRs				HTML5 video	
Scheduling for CSRs 1.2 Create Your Base Schedule 1.3 Create Your Weekly Schedule 1.4 Seasonal CSR Scheduling	Activity: Create Your Seasonal CSR Schedule				slide viewer	
	-∕⊷ Knowledge Check				quiz	
Total Program Time			00:00			

Learning Activity Types							Skill Validation Activity Types			
Slide DVideo	🐑 Click-to-Learn	Interactive iPad Activity	×∽∕x On-Floor	🖑 Independent	○ Independent Reading	Notructor-Led	▲ Knowledge Check	R Skill Practice	Certification	
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# PROGRAM 2: SCHEDULING STYLISTS

MODULE	SECTION	MAT'L SOURCE	Ŀ	MM	WIREFRAME	INTERACTIVITY/NOTES
1.1 Optimized Scheduling for Stylists	<ul> <li>Scheduling Principles</li> <li>always fully staffed with core and flex teams</li> <li>set schedules (4-hour shifts)</li> <li>Saturday and Sunday busiest days</li> <li>decision drivers: appointments and revenue</li> </ul>				slide viewer	
	Doptimized Scheduling Overview				HTML5 anim.	
	Appointments and Scheduling				HTML5	
	Activity: Determine Appointment Potential				slide viewer	
	Activity: Determine Scheduling Needs					
	-∕⊷ Knowledge Check				quiz	
1.2 Create Your Base	☑ How to Create Your Base Schedule				slide viewer	
Schedule	Activity: Create Your Base Stylist Schedule				slide viewer	
	-∕↓ Knowledge Check				quiz	INTERACTIVITY/NOTES
1.3 Create Your Weekly	D How to Create Your Weekly Schedule				HTML5	
Schedule	▶ How to Adjust for Business				HTML5	
	Activity: Create Your Weekly Stylist Schedule				slide viewer	
	-M- Knowledge Check				quiz	
1.4 Seasonal Stylist Scheduling	<ul> <li>Your Seasonal Team</li> <li>dress specialist</li> <li>4/6/8 hour shifts (?)</li> <li>always be fully staffed with core first</li> </ul>				slide viewer	
	D How to Schedule Seasonal Stylists				HTML5 video	
	Activity: Create Your Seasonal Stylist Schedule				slide viewer	
	-∕⊷ Knowledge Check				quiz	
Total Program Time			00:00			

Learning Activity Types							Skill Validation Activity Types			
🖵 Slide 🕞 Video 😤	Click-to-Learn	Interactive iPad Activity	×🎝 On-Floor	🖑 Independent	○ Independent Reading	Notructor-Led	▲ Knowledge Check	िर्न्र Skill Practice	Certification	_
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## PROGRAM 3: SCHEDULING MANAGERS

MODULE	SECTION	MAT'L SOURCE	Ŀ	MM	WIREFRAME	INTERACTIVITY/NOTES
1.1 Optimized Scheduling for Managers	<ul> <li>Scheduling Principles</li> <li>scheduling drivers</li> <li>3-week rotating schedule</li> </ul>				slide viewer	
	Hanager Scheduling Guidelines				HTML5 anim.	
	-∕∧ Knowledge Check				quiz	
1.2 Create Your Manager	How to Create Your Manager Schedule				HTML5 video	
Schedule	🖑 Activity: Evaluate Your Manager Schedule				slide viewer	
	-∕⊷ Knowledge Check				quiz	
Total Program Time			00:00			

## PROGRAM 4: SCHEDULING ALTERATIONS

MODULE	SECTION	MAT'L SOURCE	G	MM	WIREFRAME	INTERACTIVITY/NOTES
1.1 Optimized	💭 Scheduling Principles				slide viewer	
Scheduling for	🛱 Optimized Scheduling Overview				slide viewer	
Alterations	Activity: Determine Something(?)				slide viewer	
	-∕↓- Knowledge Check				quiz	
1.2 Create Your Weekly	💭 How to Create Your Weekly Schedule				slide viewer	
Schedule	💭 How to Adjust for Business				slide viewer	
	Activity: Create Your Weekly Alterations Schedule				slide viewer	
	-∕↓- Knowledge Check				quiz	
1.3 Seasonal Alterations	💭 Your Seasonal Team				slide viewer	
Scheduling	🛱 How to Schedule Seasonal Alterations Associates				slide viewer	
	Activity: Create Your Seasonal Alterations Schedule				slide viewer	
	-∕↓⊷ Knowledge Check				quiz	
Total Program Time			00:00			

Learning /	Activity Types							Skill Validation Activity Types			
Slide	▶ Video	🕤 Click-to-Learn	Interactive iPad Activity	×🎝 On-Floor	🖑 Independent	<b>OO</b> Independent Reading	Notructor-Led	∽ Knowledge Check	रिये Skill Practice	Certification	_
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