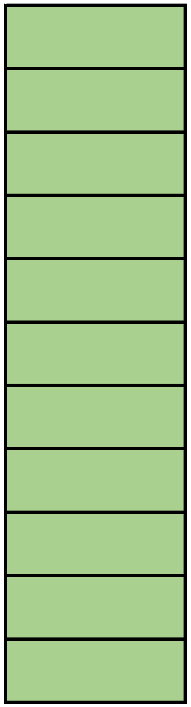
Leadership Training Tracking									
The following chart will help track leadership training. 25%- Leader has learned the concept and has had it demonstrated, 50%- The leader is doing repetitions while being observed by training leader, 75%- Leader is performing task on their own with minimal to no questions, 100%- The leader is proficient in the procedure and could train someone else to do it									
Leader in Training/ Team Leader									
	Growth Mindset	Conflict Talk Guidelines	Transitional/ Peak Periods	Speed	Running FC	Running Breaks	Running DT	iPOS	Safety and Security

Answering Phone	Handling Dosgruntled Guests	Customer Log	Spotlight	Catering Orders	RQA/SAFE	Emergency Situations

Leader in Training/ Manager							
	Open/Close	Change Fund/Drawers	Paid In/ Paid Out	Write Ups	Supply Central Ordering	Team Member User Admin	Sedgewick Claim

CFA Help	Time Punch	CEM Reports	MBM	Labor Productivity	New Hire Paperwork	AHA System	EcoSure/Health Dept.	VSBL	Indeed

Leader in Training/ Director								
	Payroll	Supplier Payments	Check Writer	Checking Email	InForm	Outside/Collected Sales	Communication	Who to Call

Scheduling