

Manager In Training (MIT) Weekly Meeting Checklist

Use this Checklist as a tool to ensure meetings with your MIT are as effective as possible. Meeting with your MIT is a requirement of the program. It is not required that you use this format. This is simply a recommendation to get the most out of your meeting.

Day before the meeting ask the MIT to:

- ☐ Watch the Lesson from the Trainer for the next module.
- ☐ Review the syllabus for the next module.
- ☐ Watch the eLearning courses for the next module.
- ☐ Be ready with all assignments for anything needing a Manager sign-off.
- ☐ Fill out any self-evaluations (Tier 1) for completed modules.

Prepare yourself for the meeting by:

- ☐ Reviewing the syllabus that the MIT currently is working on.
- ☐ Review the next syllabus that the MIT will begin working on.
- ☐ Review the MIT's Individual Training Status Report (ITSR).
- ☐ Ask the Crew Trainer about the MIT's performance (if applicable).
- ☐ Complete the MIT's Weekly Candidate Assessment.

During the meeting:

- ☐ Verify assignments are complete and sign-off any completed items with a Manager sign-off.
- ☐ Highlight tasks that you'd like them to focus on and emphasize how it can help your restaurant.
Example: Have the MIT track shoulder clod usage, if your beef costs are out of line.
- ☐ Present the next module/syllabus. Answer any question the MIT may have.
- ☐ Complete the Manager sections of any module evaluations.
- ☐ Have the MIT sign and complete the Weekly Candidate Assessment.
- ☐ Give constructive feedback in areas of opportunity.
- ☐ Praise good work.