

Sample Schedule Tier 2

Week 5 Thursday - Close	Friday - Close	Saturday - Close	Sunday - Close	Monday - off	Tuesday - off	Wednesday - Close
-Complete Leftover Assignment -Do ROIP Ques. - Analyze EcoSure Audit -Discuss Employee Handbook	-Do eLearning Assignment w/ SMART action plan -Complete Security Workbook Ques. -Complete 2 VC -Start ServSafe	-Complete Brand Facilities Review -Guest Service and HR videos -Review Career Plug interviewing process	- Complete GC Traditional Favorites Quiz			-Guest Service Exam -HR Exam - Complete eLearning Assignment on reports
Week 6 Thursday -Open	Friday -Open	Saturday -Open	Sunday -Open	Monday - off	Tuesday - off	Wednesday -Open
-Complete 2 VC -Complete POS Ques. -Start Usage tracking assignment -Monitor Waste	-Discuss Leftover assignment findings -Start Food Cost Assignments 1 & 2	- Complete Culinary Visit - Complete Inventory workbook Ques.	- Complete Inventory, Ordering, and Receiving Checklist -Discuss GC On The Go			-Discuss CPG & DOH
Week 7 Thursday - Close	Friday -Open	Saturday -Open	Sunday -Close	Monday - off	Tuesday - off	Wednesday -Close
-Conduct an interview w/ TM -Complete Labor and Scheduling Workbook Ques.	-Complete 2 VC -Complete the Right to Know assignment -SMG Assignment -Complete Labor Analysis Assignment	-Complete a Walking the Bar -Complete People First Visit	-Complete SMG Assignment -Complete Inventory, Ordering, and Receiving Checklist			-Complete ServSafe -Complete your Safe Tracks SMART action plan -Self-Mgmt. Exam -Need to Know Quiz
Week 8 Thursday -Open	Friday -Open	Saturday -Open	Sunday - Close	Monday - off	Tuesday - off	Wednesday -Close
-Write a schedule w/ TM -Conduct an interview w/ TM -Complete Drop-n-Go assignment	-Complete Systems Day -Review equipment Maintenance. -Review Co-worker Recognition	-Complete a Walking the Bar -Follow up on SMG assignment -Complete the Floor Chart assignment	-Complete 1 VC -Complete Bar Diagram assignment			-Complete Dining Room Analysis Assignment -Complete the Marketing Assignment

Sample Schedule Tier 2

Week 8 (cont.) Thursday -Open	Friday -Open	Saturday -Open	Sunday - Close	Monday - off	Tuesday - off	Wednesday -Close
-Review last Health Department inspection	-Complete Elevate the Experience checklist	-Complete Dining Room Analysis Assignment -Complete Restroom Assignment				-Tier 2 Final

Items to incorporate into the schedule. Some will be done daily, a couple times a week, or once a week				
Daily	2-3 times a week	1-2 times a week	Once a week	EOW
<ul style="list-style-type: none"> -Print Manager's pocket rocket -Review store emails -Checklist @ 11,2,4,8, CL -Matrix Checklist@11 & 4 -Review OT -Sign production Guides -Complete Duty Rosters -Review Staffing needs -Table Touches/ SMG -Walking the Bars 	<ul style="list-style-type: none"> -Review Schedules -Set up interviews -GC on the Go Orders 	<ul style="list-style-type: none"> -McLane orders -US Foods Orders -Produce Orders -Review eLearning -Receive McLane, US foods, and Produce orders 	<ul style="list-style-type: none"> -Conduct interviews -Post Schedules -Complete ROIP review -Walking the Bars 	<ul style="list-style-type: none"> -Food Cost Inventory -Invoices -Payroll -eLearning MIT surveys -Meet with TM

*This is a sample Training Manager schedule. The sample schedule does not include every task and every assignment in the MIT program. Please use this as a starting point for creating a schedule.