

Week at a Glance – Week 8

Workbook Assignments

- Review the online Week 8 Syllabus.
- Review the Daily Management Routine checklist.
- Watch the required Virtual Class recordings and complete the response surveys.
- Complete a bar diagram with your Training Manager for credit on your Bar Diagram 2 virtual class.
- Complete the Food School Workshop requirement.
- Take the ServSafe Exam.
- Use the Daily Management Routine Checklist.
- Use Matrix Checklist to ensure all required items are on the bars.
- Complete the Walking the Bar Assignment.
- Complete the Inventory, Ordering, and Receiving Checklist.
- Print a Manager's Schedule daily.
- Enter Invoices.
- Print the following: Labor Distribution Report, Overtime Prediction Report, and Labor Cost Analysis Report.
- Complete a Systems Day Review and incorporate those solutions into your Daily Routine.
- Analyze the latest Health Department Inspection with the Training Manager.
- Discuss the Preventive maintenance on the equipment and coordinate a schedule for preventive maintenance.
- Create an Action Plan on items not completed on the Duty Rosters.
- Complete the Restroom Cleanliness Assignment.
- Discuss staffing levels and upcoming Interviews/Orientations for the next week.
- Read the Co-worker Recognition Supplement.
- Read the Special Hospitality for Our Senior Guests page.
- Read the Dining Room Analysis page and complete the Dining Room Analysis Assignment.
- Review SMG and COMM reports for the week.
- Review the SMG Assignment from Week 7 was achieved.
- Handle 2 Guests complaints for the week.
- Complete the eLearning Assignment to Increase Co-worker Certification.
- Read the Elevate the Experience Overview page.
- Complete the Elevate the Experience Checklist.
- Complete the Table Visits Assignment.
- Complete the tracking of Guest names on the 100 Club form.
- Complete the Drop-n-Go Assignments.
- Complete the Floor Charts questions on the online syllabus.
- Read the GC On The Go Tactics page.
- Complete the Marketing Assignment.
- Review results from the Labor Cost Analysis SMART Action Plan from Week 7.
- Conduct a Preshift Meeting with the Training Manager.
- Attend a weekly Management Meeting.
- Check the store emails daily.
- Review the Manager in Training Program Final Evaluation – Overview.
- Review the Final Evaluation form with the Training Manager.

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OnDemand videos

- Risk Management
- Server Floor Charts

eLearning Center courses, quizzes, and exams

- Tier 2 Final

End of Week Meeting with the Trainer topics

- Discuss the Virtual Classes that were completed.
- Discuss the Food School Workshop.
- Discuss ServSafe progress.
- Breakfast to Lunch Transition in the Dining Room.
- Lunch to Dinner in the Dining Room.
- Actions that you performed for the following: monitor production throughout the day, managing waste, and handling of leftovers.
- Discuss Walking the Bar Assignment.
- Suggestions for labor improvement.
- Discuss the Dining Room Analysis Assignment.
- Discuss SMG for the week.
- Discuss the Elevate the Experience Checklist.
- Discuss the Table Visits Assignment.
- Discuss the tracking of Guest names on the 100 Club form.
- Discuss the Drop-n-Go Assignment.
- Discuss the Floor Charts.
- Review any Interviews that were completed this week.
- Discuss staffing levels and upcoming Interviews/Orientations for the next week.
- GC On The Go Program.
- Review your performance in the Week 8.
- Completion of the Week 8 Syllabus.
- Completion of the Week 8 Evaluation in your workbook.
- Completion of the Week 8 Manager Final Sign-off.

Stretch Projects

- Complete any stretch projects, if applicable.

Final Certification and Training Manager reminders:

- Your Training Manager will complete the Final Evaluation.
- Your Training Manager will complete the MIT Training Manager Evaluation Sign-Off.
- Take the MIT eLearning Tier 2 Final Exam on the eLearning Center with DM/FBC.
- The DM/FBC will complete the MIT DM/FBC Tier 2 Sign-Off on the eLearning Center.
- The DM/FBC or Training Manager will change your Role and Skill Position on the eLearning Center to Manager.