



INTERNAL AGM PROMOTION CHECKLIST

1. READINESS CHECKLIST COMPLETE



2. REQUEST TO BEGIN TRAINING SUBMITTED TO AC



3. NOTICE TO PROCEED RECEIVED FROM AC



4. SERVSAFE CERTIFICATION



5. LEARNING ZONE COURSES & OTJ'S COMPLETE



6. RGM CERTIFICATION COMPLETE



7. AREA COACH VALIDATION COMPLETE



CANDIDATE BECOMES AN R-1 ON
BENCH AWAITING POSITION
AVAILABILITY



CANDIDATE IS PROMOTED
IN NEW ROLE



INTERNAL AGM DEVELOPMENT DETAIL

WHY DOES THE DEVELOPMENT PROCESS MATTER?

The development process builds capability in your management staff. When management is comfortable in their roles, they lead teams to achieve great results!

1. WHO SHOULD BE DEVELOPED?

Deciding who to develop can be done two ways:

1. The employee expresses an interest in promoting.
2. Management recognizes potential in an employee.

3. LET'S TALK TRAINING!

Use the steps below to give your candidate the best training experience possible. Remember, you are grooming a future leader make them a great one!

1. Cover the training plan with your candidate. Stick to the training plan and follow up on progress. Don't forget you are teaching your trainee how to plan, follow through, and manage time through their training experience.
2. Notify Lonnie to schedule ServSafe if the candidate is not already certified.
3. After passing ServSafe the candidate can begin Learning Zone training. Internal Shift Lead training consists of 8 Courses and OTJ's. These will take approximately 2-weeks to complete.
4. Once the candidate has completed Learning Zone training, move to RGM Certification. The RGM Certification process takes roughly two hours. If the candidate does not receive RGM Certification the RGM will create a 2-week action plan and continue to work with the candidate, re-evaluating the certification after the 2-week timeframe.
5. After RGM Certification, notify Lonnie to schedule Mike to Validate the candidate. The candidate will be scheduled to run shifts with RGM/AGM present for the next 2 weeks. Once the candidate receives AC Validation, they will move to box 4.

2. WHAT NEXT?

Take the following steps *prior* to beginning training:

1. RGM and candidate each complete the Readiness Checklist. Using the Readiness Checklist, determine if the candidate is ready to move forward with training. Let the candidate know what they do well and identify any areas of opportunity. Set goals and revisit the Readiness Checklist often.
2. Submit a Request to Train to Mike via colcal.net. If Mike approves training, he will send a Notice to Proceed to you and HR.

4. NOW WHAT?

1. Congratulations, your candidate is now an R1 awaiting position availability in their home store or area.
2. Once a position is available, your candidate will have the opportunity to be promoted. Upon promotion he or she will receive: a pay increase, new benefits package, and a new title!