

Vision Buddy Store Scheduling and Trainer Assessment Tool QRG

Intent

This document supports the Vision **Buddy Store Scheduling Tool** and **Trainer Assessment Tool** during the Vision Onboarding process for Buddy Stores and new Onboarding Stores.

Tool Breakdown

The following is a breakdown of each tool:

<u>Vision Buddy Store Scheduling Tool</u>	<p>Support Buddy Store and new Onboarding Store with aligning AOR's between Trainer and Trainee to support In-Store Training Days.</p> <p>Step 1: Buddy Store schedules availability.</p> <p>Step 2: New Onboarding Store schedules In-Store Training Days.</p> <p>Step 2 Guidelines</p> <ul style="list-style-type: none"> - Store Manager must go first and must select a Store Manager as their trainer. - Senior AM must go second and must be select a Senior AM or Store Manager as their trainer. - All remaining Assistant Managers should be scheduled with the Senior or Marketing AM. - Do not schedule for more than 2 people training per day. <p>Cadence</p> <ul style="list-style-type: none"> - To be completed on a weekly basis. - Buddy Stores should update their In-Store Training availability when completing your weekly scheduling. - New Onboarding Stores can begin scheduling at nearby locations as soon as the Buddy Stores schedule their availability.
<u>Trainer Assessment Tool</u>	<p>Provide the Buddy Store Trainer with a way to track trainees progress through the <u>Store Visit Trainer Assessment</u>.</p> <p>Cadence</p> <ul style="list-style-type: none"> - To be completed at the end of each In-Store Training Day by the Designated Trainer of the Buddy Store.

Support

For any support needs related to the Vision Buddy Store Scheduling or Trainer Assessment Tool, email: jacob.hayslett@discounttire.com