

## Management Training Tracks for Key Players

ORGANIZATION	Who	Phase 1	Phase 2	Complete	Certified	Graduation
Functional Organization Chart						
Task and duty list for foremen						
Task and duty list for laborers						
Employee performance appraisals review						
Employee incentive program						
Job descriptions for President						
Job descriptions for Mktg Dir						
Job descriptions for Controller						
Job descriptions for Ops Mgr						
Workteams Stand-up meetings						
Managent Team Meetings & follow-up						
Managing and Supervising Productivity Meetings						

*The Fine Print*

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