

MANAGEMENT

checklist

FINANCIAL

- Business Account
- Business Insurance
- Accountant and Tax Specialist
- *Desired Income Worksheet
- Basic understanding of Profit & Loss, Balance Sheet, Statement of Cash Flows

STAFFING

- Recruiting Plan
- Interview Questions
- Interview Role Play
- Compensation Plan
- Evaluations
- Raises
- Training
- Schedules
- Uniforms

TRAINING REINFORMENT

- *Medication Chart
- *Wax Skills Breakdown & Evaluation
- *Wax Goals
- *Compare Wax Brands, Products & Prices
- *Wax Room Cleaning Checklist

GUEST EXPERIENCE

- Create Ideal Guest Experience
- *Consultation/Consent Form
- *Service Feedback

FRONT DESK/ ADMINISTRATIVE

- POS Selection and Training
- *Daily Operations Checklist
- *Service Description and Pricelist
- Packages and Memberships
- Managing Technical Staff
- Accountability

MARKETING

- Website
- Social Media
- Marketing Materials
- Up-sell Plans
- Tele Marketing
- VIP Cards
- Local Events, Weddings

RETAIL

- Selection
- Initial Order
- Inventory
- Selling System
- Training

COMMUNICATION

- Meetings
- Huddles
- One on Ones
- Growth Drivers
- Scoreboards

*Provided in this book