



# EMERGING LEADERS

*For Owners*

## EMERGING LEADERS OWNERS ROADMAP

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Our goal for you and your manager is to develop high level managers that are working in unison with their owners, growing profitability and developing team through powerful communication skills.



# EMERGING LEADERS

## Owners Guide and Checklist

### Checklist For Owners

- Schedule a weekly 1 hour meeting with your manager
- Complete your manager's job description with terms and conditions
- Review the manager's job description with the manager and have them sign off that they understand it
- Weekly Monthly Tracker
- Prepare clear company goals monthly and share it with your manager
- Weekly Monthly up to date and shared with your manager
- Have your manager sign their commitment letter to this course.

### Monthly Meeting Agendas With Your Manager

- **Month One: Bring Balance To Work & Life**
  - Daily/Weekly Check ins
  - Top 6 Checklist
  - Healthy Boundaries
- **Month Two: Developing Skills As A Coach & Mentor**
  - Average Ticket Worksheet
- **Month Three: Learn The ABC's & 123'S Of Performance**
  - Projection Sheet & Manager Goals Tracker
- **Month Four: Balance Performance & Results**
  - SOP System Worksheet
- **Month Five: Powerful Communication & Delegation**
  - Time Tracker Tool
  - Communication Builder
- **Month Six: Be The Attractor Factor Profit Planner**
  - Formulate marketing plans that work
  - Marketing year plan worksheet tool

Join the monthly  
30 minute orientation  
and support call that  
happens on  
the 1st Wednesday of  
the month at 3pm EST.

[Click here for the  
orientation call](#)

### Accountability Works

- Do regular daily and weekly check ins
- Follow through with plans that are created at the manager meetings
- Set expectations with "by when" dates for you

