

Retail Team Meeting Guide

Just as crucial as creating the right product mix, honing your marketing strategy, or mastering your accounting data, building the right team and the culture inside of your business is crucial to future success.

Your team needs a leader. They need you to show them how YOU would like to see the ideal day, transaction, event or project to flow. They need you to set a goal and build excitement as a team when it is met. They need YOU to personally recognize them in their own unique motivation language. They need you to give constructive feedback that helps them to learn as they try new things. They need YOU.

Team meetings are the proven way to build your company's own unique culture while keeping your team on the same page.

First, When will you meet with your team on a regular, pre-scheduled basis?

Day of the Week (Every Week): _____ Time: _____

Great! Now when you meet with your team, what will you say? Here is your own sample meeting guide for you to print, use and reuse with each passing meeting to keep you on track. Sit down before the meeting to map out your key topics, to plan the recognition needed to share, to set a goal you can crush together, and to provide product education.

Then, you're all set. The most important part? YOUR CONSISTENCY. Set the bar, the tone, and hold the space for your team to be successful together with you!

WEEKLY MEETING PLAN

- Key Topics for today
 - Ice Breaker
- Recognition to Share
 - Contest or Goals Going Forward
- Projects/Improvements/Opportunities Ahead
 - Other Notes for the Week Ahead
 - Product Education

OUTSIDE OF THE MEETING

- Team email update sent
- Documents needed to print & share
 - Follow up needed

BOUTIQUE HUB

THE BOUTIQUE COMMUNITY, CONNECTED

Retail Team Meeting Guide

Date:

Time:

Location:

Key Topics

Ice Breaker

Recognitions to share

Contests and Goals Goin Forward

Product Education

Projects/Improvements/Opportunities

Other Notes for Week Ahead

Follow Up Needed

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