

MANAGEMENT TOOLS FOR SUCCESS

1. Employee Assignment Schedules
2. Policies
3. Procedures
4. Quality Control Guidelines
5. Schedules
 - a. Periodic tasks
 - b. Inspections/Quality Control
 - c. Training (initial and Ongoing, Mgt)
6. Blueprints/Floor Layout (11 x 17)
7. Short Staffing Plan
8. Budget
9. Goals