

District Manager Development Program Overview



Sample Training Calendar

Week 1: Orientation

- Become familiar with Save-A-Lot history and vision
- Understand the Save-A-Lot methodology - (Edited assortments, private label brands, etc.)
- Understand your role as a District Manager

Week 2: Corporate District Manager Field Training

- Learn methods, strategies and philosophies of merchandising
- Understand the importance of completing store audits
- Become familiar with the product ordering system

Weeks 3-4: Corporate District Manager Office Training

- Learn your administrative responsibilities
- HR - hiring, training, orientation, evaluating, disciplining & firing
- Loss Prevention - reducing shrink
- P&L - Understanding where your stores' money goes
- Risk Management - Creating a safe environment for associates & customers

Week 5: Corporate Perishable Clerk Training

- Improve profitability with effective merchandising techniques
- Understand the importance of sanitation
- Become familiar with equipment operation

Weeks 6-13: Store Manager Training Program

- Gain hands-on training in a Save-A-Lot store shadowing a high performing store manager
- Implement administrative knowledge gained during Corporate DM office training
- Learn proper cash handling techniques to reduce loss
- Understand the importance of proper operating procedures - store opening, closing, & documentation

Week 14: Store Development

- Learn steps involved in site location process for Save-A-Lot stores
- Gain knowledge of store design

Weeks 15-16: Grocery Procurement

- Learn the mechanics of buying
- Travel to Beardstown, IL to observe a pork processing plant.
- Follow the path of meat from plant to distribution center to store to display
- Travel to a produce grower farm to observe first-hand the process of taking commodity from field to distribution center to store

Week 17: Principles of Store Management

Training module designed to:

- Outline universal leadership principles and qualities of good leaders
- Create strategies to improve sales and improve associate retention
- Improve customer service with the store
- Develop skills to improve associate performance and productivity

Week 18: Distribution Center Training

- Understand how product goes from manufacturer → warehouse → SAL store
- Supply chain management - how it affects each and every store

Week 19: Perishable Merchandiser Training

- Understand how to effectively manage produce operations
- Learn the proper procedures for stocking, displaying, and inspecting perishable goods.
- Manage ordering

Weeks 20-22: Set a New Store

- Learn vital steps to opening new store
- Manage the placement of merchandise, ordering of product and proper staff scheduling
- Work with internal departments to ensure all in-store departments are customer-ready

Weeks 23-25: Work in a Low Volume Store

- Develop merchandising alternatives to improve store sales
- Improve processes throughout the store to improve shrink
- Identify opportunities for improvement and develop strategies to make those improvements

Weeks 26-27: Financial Center Training

- Gain understanding of proper cash handling procedures during financial center transactions
- Become knowledgeable on financial compliance as it relates to the service center
- Become proficient in financial center operating procedures

Week 28: Onward to Excellence

Training module designed to:

- Reinforce effective management styles
- Create strategies to prepare managers for the next level in their career
- Reiterate the importance of understanding profits and loss in stores
- Identify areas within the store that can be improved through training and development

Weeks 29-32: Work in a High Volume Store

- Effectively manage store operations shadowing a high performing store manager
- Identify opportunities to improve product merchandising and increase sales
- Assist with the management of stock to ensure merchandise is in stock for customer purchase
- Identify and develop strategies to improve perishable merchandise sales in low performing stores
- Solely manage a SAL store assuming all responsibilities as a store manager

Weeks 41-42: Corporate District Manager Field Training

- Implement principles learned throughout training on a multi-unit level
- Manage store managers in assigned territory
- Ensure stores are meeting sales goals and develop strategies for those store that are under performing

Weeks 43-45: Licensed Operations Field Training

- Gain understanding of multi-store management for licensee stores
- Identify the differences and similarities of managing licensee and corporate stores

Weeks 46-49: Corporate Operations Field Training

- Shadow corporate Division Manager and Regional Directors
- Understand their role as it relates to the operations of the store