

## 2-Day Curriculum Spa Manager

|      | Monday   | Tuesday   |
|------|--|---|
| 8am  | Who & why we're here /<br>Facility tour / Summary of<br>daily events by department | Bathing/ Drying   |
| 9am  | Orientation Checklist/ Stress signals/ Body language                               | Tough client conversations /breed & age-specific topics               |
| 10am | Healthy Care Warranty<br>program / Records, ERFs,<br>contracts                     | Scheduling appointments/<br>Client interactions / Quotes &<br>pricing |
| 11am | Department meeting   | Lunch   |
| 12pm | Lunch & Learn w/Jenn   | Operational Department<br>Review                                      |
| 1pm  | Communicating groom and/or bath instructions                                       | Staffing-to-volume /<br>Scheduling / Workflow                         |
| 2pm  | In-wall vac system /<br>Chemicals / Room service                                   | Staff selection / Training  |
| Зрт  | Product & equipment needs /<br>Vendor suggestions                                  | Employee Development<br>Conversations                                 |
| 4pm  | Department chores / Facility<br>maintenance  | Attendee Q & A  |
| 5pm  |  | Dinner with the Lockers   |