



**Mission**

## AUGUST MANAGER MEETING AGENDA

August 24th, 2015 12pm-130pm

1. WELCOME AND INTRODUCTIONS- 5 minutes
  - a. SIGN IN SHEET **Handout**
2. ROD'S UPDATES- MANAGER INITIATIVES: 10 minutes
  - a. Team Member Frames of Mind
3. ROGER, KATHY AND MAI'S PRESENTATION: 25 minutes
  - a. PVC Service Training **Handout**
  - b. Time Management **Handout**
  - c. On the Job Injury **Handout**

**QUICK BREAK 5 MINUTES**

4. STEVEN'S PRESENTATION: HR UPDATES- 15 minutes
  - a. Orange Badges **Handout**
  - b. September Knife Safety Topic **Handout**
  - c. Termination Process **Handout**
5. KATHLEEN'S PRESENTATION: ADMIN UPDATES, AWARDS, CLOSING- 15minutes
  - a. "Seek Knowledge" Discussion **Handout**
  - b. Job Titles, Descriptions, Team Member Awareness Letter **Handout**
  - c. HR Grading and Expectations **Handout**
  - d. Manager of the Month

## PVC EXPECTATION

**We can't stress enough how important these secret shops are to the company and how important it is to coach the staff on a daily basis on these secret shop standards. We want to see each store achieve a 100% every month.**

- 1. Customer Experience**
- 2. First Impressions**
- 3. Register Experience**
- 4. Presentation**
- 5. Narrative**

# TIME MANAGEMENT

We've all heard the saying "time is money", and that phrase is essentially true. Unfortunately, time doesn't always equal money though. Time is continually passing but that doesn't mean you are continually making money, this depends on how you manage your time and what you do with it. Here are 9 reasons time management is important.

## 9 Reasons Why Time Management is Important

### 1. Time is limited

Everyone gets the same amount of time each day, and it's limited, therefore it's important to make the most of your time if you ever want to be more than average at the workplace.

### 2. Accomplish more with less effort

By taking control of your time, you're able to stay focused on the task at hand. This leads to higher efficiency since you never lose momentum. Imagine running a mile where you stop every 5 seconds, this would cause you to become exhausted very quickly and take much longer to complete the run.

### 3. Make better decisions

There are many choices in life and often-times we're faced with many choices to choose from at the same time. When you practice good time management, you have more time to breathe; this allows you to determine which choices are the best to make.

When you feel pressed for time and have to make a decision, you're more likely to jump to conclusions and not fully consider the different options; this leads to poor decision making.

### 4. Be more successful

Time management is the key to success; it allows you to take control of your life rather than follow the flow of others. You accomplish more, you make better decisions, and you work more efficiently; this leads to a more successful life.

### 5. Learn more

When you control your time and work more efficiently, you're able to learn more and increase your experience faster. There's a reason some students graduate earlier than others, so imagine implementing time management throughout your entire career. You'll not only stand out from the rest, but you'll gain experience much faster and be able to

move up in life a lot sooner.

### **6.Reduce stress**

One of the main causes of stress is due to people feeling rushed. The phrase "I have so much to do and so little time to do it" is generally spoken with frustration which leads to stress. With good time management, you know how much time you have, how long it will take to get your tasks done, you accomplish more, and have more free time. This gives you more breathing room, which reduces the feeling of being rushed, which in turn leads to less frustration and stress.

### **7.Higher quality work**

We all need some free time to relax and unwind but, unfortunately, many of us don't get much free time because we're too busy trying to keep up with our daily activities and work load. By implementing time management skills, you are able to get more done in a shorter period of time leading to more free time.

### **8.Creates discipline**

When you practice good time management in your life, you are less likely to procrastinate. Time management leads to higher productivity and leads to a disciplined life.

### **9. Happiness**

So why is time management important? It makes us happier, healthier individuals, more successful , it makes our lives fuller and less stressful.





**ON-JOB-INJURY  
PROCEDURES (TEAM  
MEMBERS ONLY)**

**IF THE INJURY IS LIFE-THREATENING OR  
SERIOUS:**

1. MAKE SURE THE TEAM MEMBER IS TAKEN CARE OF. IMMEDIATELY CALL THE AIRPORT PARAMEDICS OR GET THEM TO THE NEAREST EMERGENCY FACILITY.
2. THEN PROCEED WITH THE REST OF THE PROCEDURES BELOW.

**IF THE INJURY IS NOT LIFE-THREATENING OR  
SERIOUS:**

1. FILL OUT THE EMPLOYEE FIRST REPORT OF INJURY SHEET. THIS SHEET MUST BE 100% ACCURATE AND FILLED OUT COMPLETELY. *You do not need to fill out the policy number portion or submit to Pinnacle to directly.*
2. IMMEDIATELY NOTIFY AND SUBMIT A COPY OF THE FIRST REPORT OF INJURY TO: [hr@missionyogurt.com](mailto:hr@missionyogurt.com) and or fax:303-252-7507
3. NOTIFY STEVEN BENNETT( HR MANAGER)  
303-725-2326 immediately ..
4. IF THE EMPLOYEE NEEDS MEDICAL ATTENTION OR IS REQUESTING FOLLOW UP CARE, PROVIDE THEM WITH THE CLOSEST APPROVED FACILITY TO CARE FOR HIS/HER NEEDS. THE APPROVED FACILITIES ARE LISTED ON THE MISSION WEBSITE AND STEVEN CAN ALSO PROVIDE YOU AND THE EMPLOYEE WITH THIS INFORMATION.

5. SEND THE EMPLOYEE WITH A COPY OF THE REPORT OF INJURY TO THE APPROVED MEDICAL FACILITY.
  
6. IT IS MANDATORY THAT EACH EMPLOYEE INJURED IF SEEKING MEDICAL ATTENTION IS DRUG SCREENED. YOU MUST REMIND YOUR TEAM MEMBER OF THE NECESSITY OF THE DRUG TEST WITHIN 24 HOURS OF THEIR ACTUAL INJURY. AS A MANAGER YOU MUST PROVIDE THEM WITH ALL NECESSARY INFORMATION.

**IMPORTANT FACTS TO  
REMEMBER:**

- ALL ON-THE-JOB INJURIES MUST BE REPORTED IMMEDIATELY OR WITHIN 24 HOURS OF THE INCIDENT.
- IF YOU FEEL THAT AN EMPLOYEE IS FALSIFYING AN INJURY, PLEASE NOTIFY MANAGEMENT IMMEDIATELY.
- THE CURE FOR AN ACCIDENT IS PREVENTION. FLOOR CONES, SLIP RESISTANT SHOES, USING YOUR VERBIAGE WHILE USING DOORS AND WALKING BEHIND OTHERS.

## DESIGNATED PROVIDER LIST

**CONCENTRA MEDICAL CENTER- CO  
AURORA NORTH  
3350 PEORIA ST  
AURORA, CO 80010  
303-340-3053**

**AVIATION AND OCCUPATIONAL MEDICINE  
6900 E 47TH AVE. DR. SUITE 100  
DENVER, CO 80216  
303-333-4411**

**ARBOR OCCUPATIONAL MEDICINE- BROOMFIELD  
290 NICKEL STREET SUITE 200  
BROOMFIELD, CO 80020  
303-460-9339**

**PEAK TO PEAK FAMILY PRACTICE  
7768 VANCE DRIVE SUITE B  
ARVADA CO 80003  
303-427-7700**

**HEALTHONE OCCUPATIONAL (DRUG TESTING FACILITY)  
1444 S POTOMAC ST #200  
AURORA, CO 80012  
303-214-0000**

**AFTER HOURS EMERGENCY ROOM  
22500 E DRY CREEK ROAD  
AURORA, CO 80016  
720-376-6400**