

- **FRED Activities**
- **Shoulder to Shoulder w/ Coach**

# DEPARTMENT LEADER DEVELOPMENT PLAN: FOUNDATIONS TRAINING



Week 1	Action Item(s):	Materials/Resources Needed:	Who/How Long:	Date to be completed:	Initials:
<b>Day 1</b>  <b>Time Needed:</b> <b>Approx. 2.5 Hrs</b>	<b>Attend Department Leader Orientation</b>	<ul style="list-style-type: none"> <li>• Laptop or iPad</li> </ul>	60 mins – DL Orientation Lead & Trainee		
	<b>Review Development Plan Roles and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Laptop or iPad</li> </ul>	30 mins - GM + Trainee		
	<b>Department Leadership: Getting Started</b> <ul style="list-style-type: none"> <li>• Welcome to Department Leadership</li> <li>• Preparing to Learn</li> <li>• Lead by Example</li> </ul>	<ul style="list-style-type: none"> <li>• Laptop or iPad</li> <li>• FredatMcD.com</li> </ul>	45 mins – Trainee		
<b>Day 2</b>  <b>Time Needed:</b> <b>Approx. 1.5 Hrs</b>	<b>Department Leadership: Getting Started</b> <ul style="list-style-type: none"> <li>• Respectful Workplace</li> <li>• Safe and Respectful Workplace (30 mins)</li> </ul>	<ul style="list-style-type: none"> <li>• Laptop or iPad</li> <li>• FredatMcD.com</li> </ul>	70 mins – Trainee		
	<b>Review the manager</b> handbook for responsibilities in reporting complaints or handling employee issues	<ul style="list-style-type: none"> <li>• Manager Handbook</li> </ul>	20 mins – Coach + Trainee		



<b>Week 2</b>	<b>Action Item(s):</b>	<b>Materials/Resources Needed:</b>	<b>Who/How Long:</b>	<b>Date to be completed:</b>	<b>Initials:</b>
<b>Day 1</b> <b>Time Needed:</b> <b>Approx. 1 Hrs</b>	<b>Department Leadership: Getting Started</b> <ul style="list-style-type: none"> <li>• Building Your Professional Image</li> <li>• Growing Your Career</li> <li>• ROP Systems Map</li> </ul>	<ul style="list-style-type: none"> <li>• iPad</li> <li>• FredatMcD.com</li> </ul>	60 mins – Trainee		
<b>Day 2</b> <b>Time Needed:</b> <b>Approx. 2.5 Hrs</b>	<b>Department Leadership: Getting Started</b> <ul style="list-style-type: none"> <li>• GAME, SMART, and Action Plans</li> <li>• Planning and Prioritization</li> </ul>	<ul style="list-style-type: none"> <li>• iPad</li> <li>• FredatMcD.com</li> </ul>	45 min – Trainee		
	<b>Coach check-in meeting</b>		60 min – Coach + Trainee		
<b>Day 3</b> <b>Time Needed:</b> <b>Approx. 4 Hr</b>	<b>Department Leadership: Getting Started</b> <ul style="list-style-type: none"> <li>• Safety and Security</li> <li>• Profit and Cash Control</li> <li>• Complete learner journal</li> </ul>	<ul style="list-style-type: none"> <li>• iPad</li> <li>• FredatMcD.com</li> </ul>	2.5 Hr – Trainee		
	<b>Coach check-in meeting</b>	<ul style="list-style-type: none"> <li>• iPad</li> <li>• FredatMcD.com</li> </ul>	90 min – Coach + Trainee		
<b>Week 3</b>	<b>Action Item(s):</b>	<b>Materials/Resources Needed:</b>	<b>Who/How Long:</b>	<b>Date to be completed:</b>	<b>Initials:</b>
<b>Day 1</b> <b>Time Needed:</b> <b>Approx. 1.5 Hrs</b>	<b>Department Leadership: Leading Technology</b> <ul style="list-style-type: none"> <li>• Leading Technology Learner Journal</li> <li>• Point of Sale</li> <li>• Drive Thru and Outdoor Displays</li> </ul>	<ul style="list-style-type: none"> <li>• iPad</li> <li>• FredatMcD.com</li> </ul>	90 min – Trainee		
<b>Day 2</b> <b>Time Needed:</b> <b>Approx. 2 Hrs</b>	<b>Department Leadership: Leading Technology</b> <ul style="list-style-type: none"> <li>• Kitchen Equipment</li> <li>• Restaurant Connectivity</li> <li>• Manager’s Office</li> <li>• Equipment Management Best Practices</li> </ul>	<ul style="list-style-type: none"> <li>• iPad</li> <li>• FredatMcD.com</li> </ul>	2 Hrs – Trainee		
<b>Day 3</b> <b>Time Needed:</b> <b>Approx. 4 Hrs</b>	<b>Department Leadership: Leading Technology</b> <ul style="list-style-type: none"> <li>• Terminology</li> <li>• Learning journal: Leading Technology</li> <li>• CODE Training</li> <li>• Optional: Add on OTP2 training – 8 hours</li> </ul>	<ul style="list-style-type: none"> <li>• iPad</li> <li>• Fredatmcd.com</li> </ul>	2 Hrs – Trainee		

