DISTRICT MANAGER TRAINING

JOE & THE JUICE

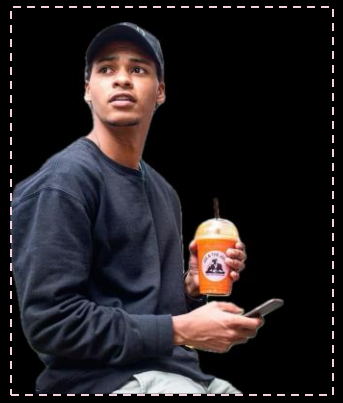
MB 2.0

JOB DEFINITION

JOE & THE JUICE NORDIC TRAINING ROLE DASHBOARD

TASK OVERVIEW

DISTRICT MANAGER



WEEKLY

OPERATIONAL REQUIREMENTS

1. BTC Shifts (Lead by example)
2. 360 Store Audits
3. Bi-weekly B.B Audits
4. Waste Management and coaching
5. Monday Facility Tracker
6. Management Presence Tracking
7. Bi-weekly alignment with Support functions

EMPLOYEE ENGAGEMENT

1. Manager Coaching and Talks
2. Compliance Tracking
3. Team Development & Pipeline
4. Weekly Facility Manager talks
5. Training Validation

GUEST SATISFACTION

1. Brand Behaviour alignment through coaching and audits (Show time)
2. Myli Score and comments evaluation and disciplinary actions executed

STORE PERFORMANCE

1. Weekly Sales Tracking
2. Commercial initiative tracking
3. Template & Sal % evaluation
4. Weekly Report (ROTB)
5. Brilliant Basics E

MONTHLY

TASKS

1. PNL pe ution and

s (W)

dards

review

dation

ACCOUNTABLE FOR

- Di
- ce & people
- Consistent operating rhythm

ITIES

- Drive district performance vs budget
- Coach STMs on priorities, performance & execution quality
- Ensure cadence of reporting & reviews - downwards / upwards
- Own execution of initiatives (why / how / when)
- Ensure brilliant basics & SOP compliance

SUCCESS MEASURES / KPI'S

- District P&L vs budget
- Consistency across store KPIs (Brilliant Basics)
- STM capability progression & employee engagement
- Quality of initiative execution

ACCOUNDABILITY GOALSETTING

JOB DEFINITION

JOE & THE JUICE NORDIC TRAINING
WEEKLY PLANNING

TASK OVERVIEW

DISTRICT MANAGER

Capture the Morning

Show-Time

Evening Host

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7.00 AM						GAME - DAYS	
7.30 AM							
8.00 AM							
8.30 AM							
9.00 AM		Local Facility Manager Meeting	STM Weekly Evaluation	District Management Meeting Weekly		B-Review Follow Up	
		Weekly Sales Review	STM Weekly Evaluation			for Monthly asks	
9.30 AM		WEEKLY ADMIN PLANNING 1. Weekly Risk proof 2. Shift plan assessment & Team positioning 3. Facility Tracker 5. Talent Pipeline - Heatmap Overvi 6. Myli & C review	STM Weekly Evaluation				OH:
10.00 AM						Store Audit / Visit 5 Manager Coaching Targets & Planning Follow Up	BTC & Training Execution
10.30 AM				Audit / Visit 3 Manager Coaching Targets & Planning Follow Up			
11.00 AM							
11.30 AM							
12.00 PM			Coaching Targets & Planning Follow Up				
12.30 PM							
1.00 PM							
1.30 PM		Weekly Evaluation					
2.00 PM						Store Audit / Visit 6 Manager Coaching Targets & Planning Follow Up	
2.30 PM		STM Weekly Evaluation	Weekly OM WORS / Review	Store Audit / Visit 4 Manager Coaching Targets & Planning Follow Up			
3.00 PM							
3.30 PM		STM Weekly Evaluation	Store Audit / Visit 2 Manager Coaching Targets & Planning Follow Up				
4.00 PM						Weekly Round Up	
4.30 PM		STM Weekly Evaluation		Shift plan assessment for ROW	Pink Development Talks		
5.00 PM							
5.30 PM							
6.00 PM							
6.30 PM							
7.00 PM							
7.30 PM							
8.00 PM							

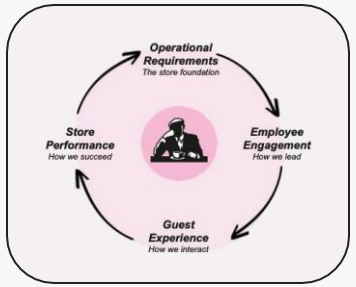
WEEKLY DISCIPLINE

Ref. 10% BTC 3

OUR OPERATIONAL PHILOSOPHYY

Back to Basics

“Our mindset & onboarding leadership approach”



Circle of Operational Excellence

“Our training theory & practice structure for Operational Excellence”

Brilliant Basics

“How we drive performance”

1

1st & 2nd WEEKS >>>
[EARN YOUR RESPECT]

Build credibility & understand the reality of the district.

1. Be present in stores (open / peak / close)
2. Lead by example according to DM role definition standards
3. Support Store Managers in daily operations
4. Observe store structure, routines & execution
5. Join Weekly STM Meetings (listen & learn)
6. Understand KPIs (BB, sales, Myli)
7. Update and practise all District Manager tools from Toolbox set

2

3rd WEEK >>>
[ALIGNMENT & STRUCTURE]

Define and create clarity for the district though structures & clear expectations

1. Host District Alignment Meeting
2. Set up Routines (daily & weekly) within role and Store Managers
3. Align on expectations & responsibilities (jf. MB 2.0 & BB)
4. Implement structures and aligned set-up for all stores
5. Introduce Weekly STM Meetings structure (Rhythm of the business)
6. Start structured store visits
7. Begin light follow-up on aligned priorities from DM meeting

3

4th & 5th WEEK >>>
[FOLLOW UP & EXECUTION]

Take ownership of the weekly operating rhythm and drive execution across all stores

1. Lead Weekly STM Meetings (Rhythm of the Business)
2. Lead Weekly Facility Meetings
3. Have *first bi-weekly* support function meetings
4. Conduct first store visits & audits (BB focus)
5. Follow up on Weekly Pulse KPIs (Budget, BB, Quarterly)
6. Hold Store Manager Development Talks (Pipeline 3-month planning)
7. Validate training & execution
8. Follow up on actions, operational standards, compliance & facility

4/5

6th WEEK >>>
[PERFORMANCE & TEAM DEVELOPMENT PLAN]

Own district performance and define the plan together with OM & Market Manager

1. Take full ownership of district performance (BB, Sales, Quarterly focus)
2. Identify last performance gaps & define clear action plans per store
3. Set-up Develop plan Store Managers to drive execution & accountability
4. Build district BB development - & Team pipeline plan
5. Ensure consistency across stores through strong follow-up
6. Present performance & development plan to OM & Market Manager (Operational Business Review)

DISTRICT MANAGER TRAINING

With OPERATIONAL MANAGER FOLLOW-UP

Phase	District Manager (Training Focus)	Operational Manager (Follow-up & Coaching)
1. EARN YOUR RESPECT Week 1-2	Be present in the district and stores (open/close) Lead by example across stores Support Store Managers in daily ops Understand KPIs & tools Update Operational Tools	Be present in the field with DM (Lead by example) Align on expectations & standards (Job Definition) Ensure understanding of KPIs & Weekly structures Introduce Operational Tools for DM use
2. ALIGNMENT & STRUCTURE Week 3	Host District Alignment & Introduction Meeting Set Clear Routines (STM meetings, visits) - Weekly & Monthly Align expectations with Store Managers Introduce structure across district	Support DM Alignment & Introduction meeting Ensure routines are correctly implemented - Weekly & Monthly Align DM on structure & expectations Coach on communication & leadership
3. FOLLOW UP & EXECUTION Week 4-5	Lead Weekly STM Meetings & Weekly tasks Conduct store visits & audits (Goaudit) Follow up on KPIs & compliance in (BB) Plan development talks with STMs & Pipeline	Observe DM weekly task execution ref. Weekly plan Coach on Follow-up discipline Challenge KPI understanding Validate quality of store visits & team coaching
4. PERFORMANCE & TEAM DEVELOPMENT Week 6	Own district performance (Sales, BB, KPIs) Hold Development talks with STM's & Pipeline Present Store action plans though Business Review Ensure consistency across all stores going forward	Challenge performance & decisions ongoing Review Development Coaching and planning Review District actions though Business Review Align on priorities with OM/MM Elevate DM to business ownership

THANK YOU

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