

Staff Meeting Agenda

Manager:

Staff meetings are to be performed weekly. We suggest a rotating roster. Meetings to be held between 12 – 1pm, week one and four allow 60 minutes, and weeks 2 and 3 of the month allow 30 minutes.

The Spa Manager or Assistant Manager will lead the meetings, the meeting schedule of dates and each agenda will be placed in the staff room, for staff to add too.

The Agenda will be followed and the rostered receptionist will take the minutes of the meeting. At the conclusion of the meeting the receptionist will type up the minutes, attach to the agenda and place in Spa Meetings manual. The staff who were absent from the meeting are to read the minutes, upon reading these, they are to initial they have read the relevant information.

Management are to manage the initialling of these minutes.

Date:	Manager's Comments	Staff Initials
Thank minute taker	Minute taker is:	
Staff Present		
Staff absence/apologies		
Staff commitments for the week ahead – annual leave etc.		
Staff Events, birthdays etc.		
New staff, departing staff acknowledgement		
Social events on calendar, if relevant		
Financials – overview, week just gone. Use computer generated reports		

Spa Goal for week, treatments and retail etc.		
Acknowledge staff on track for personal goals		
Housekeeping – reflect on cleanliness of the spa etc.		
Maintenance – needs around broken, fixed, can't use equipment etc.		
Marketing – product/treatment, focus of the month		
Personal orders in by....		
Out of stock, stock items in		
Stock usage, decant system		
Training development needed? Future staff review dates etc.		
Bookings, future look ahead, flexibility needed please		
Groups for the week, special requirements		
Marketing, review internal and external marketing events		
Employee nominations, for employee of the month reminder, due in last week of		

the month. Acknowledge existing employee.		
Staff WIG's, staff to share one work related goal.		
Staff communication, refer to existing communication		
General comments/feedback:		
Management to do list:		
Staff to do list:		