

# STORE MANAGEMENT DEVELOPMENT PROGRAM

## ADMINISTRATION



### Administration Module:

The **Administration Module** will provide an overview of how to manage a Liquor Mart store utilizing various reports, forms and checklists.

#### Objectives:

- Understand the importance of planning and organizing the daily, weekly and monthly functions within your store to meet goals, manage KPIs and manage costs.
- Identify and gain an understanding of the daily reports, monthly reports and various forms and templates you will use to effectively manage your store.