

THE  
**PAUL FALCONE**  
WORKPLACE  
LEADERSHIP  
SERIES

# NEW MANAGERS

**MASTERING** THE BIG 3 PRINCIPLES OF  
EFFECTIVE MANAGEMENT—  
LEADERSHIP, COMMUNICATION, & TEAM BUILDING

# PAUL FALCONE

A PDF COMPANION TO THE AUDIOBOOK

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## QUARTERLY ACHIEVEMENT CALENDAR STRUCTURE

<b>STAFF MEMBER</b>	
<b>PROJECT TITLE</b>	
<b>PRIORITY (A, B, C)</b>	
<b>DATE BEGUN</b>	
<b>KEY STAKEHOLDERS</b>	
<b>CURRENT STATUS / ADJUSTMENTS NEEDED</b>	
<b>PROJECTED COMPLETION DATE</b>	
<b>ACTUAL COMPLETION DATE</b>	
<b>NOTES</b>	

## KEY PEOPLE DRIVERS SCORECARD

DONOR CENTER 1		
<b>DEMOGRAPHICS</b> Average age Average tenure Average salary Average weekly overtime	<b>TURNOVER</b> Annual voluntary turnover Annual involuntary turnover Annual total turnover Exit Interview Score: (1) company, (2) supervisor, (3) team	<b>RECRUITMENT</b> Average time-to-fill Cost-per-hire Source cost analysis #/% Internal promotion
<b>CROSS-TRAINING</b> #/% Phlebotomists #/% Donor Processors #/% Plasma Processors	<b>HIGH-POTENTIAL EMPLOYEE(S)</b> #/% Ready to promote now #/% Ready to promote within 1 year #/% Ready to promote within 1–3 years	<b>AVERAGE MONTHLY DONATION VOLUME</b>