**Schedule**

August 3, 2023: Managers Handbook Club

Discussing pp 1-9 of Joyce Meskis’ Management Training Manual

“Introduction”

September 7, 2023: Managers Handbook Club

Discussing pp 10-15 of Joyce Meskis’ Management Training Manual

“Teamwork, Communications, & Change”

October 5, 2023: Managers Handbook Club

Discussing pp 16-21 of Joyce Meskis’ Management Training Manual

“Goals, Motivation, & Creative Problem Solving”

November 2, 2023: Managers Handbook Club

Discussing pp 22-28 of Joyce Meskis’ Management Training Manual

“Representing Tattered Cover to the Public & Legal Issues”

December 7, 2023: Managers Handbook Club

Discussing pp 29-34 of Joyce Meskis’ Management Training Manual

“Addressing Personnel Problems”

January 4, 2023: Managers Handbook Club

Discussing pp 35-40 of Joyce Meskis’ Management Training Manual

“Training & Coaching, Customer Service, & Conducting a Meeting”

February 1, 2023: Managers Handbook Club

Discussing pp 41-44 of Joyce Meskis’ Management Training Manual

“Warnings & Contracts & Leaving the Employ of the Tattered Cover”

**Goals of Discussions**

1. To summarize and clarify the content of Joyce’s document
2. To discuss the philosophical implications of Joyce’s approach
3. To identify areas where your store differs from these approaches and why
4. To create a shared document synthesizing the best aspects of Joyce’s document and best practices from participants