



AG865

**ITEC Level 4 Diploma in Spa and Salon Management
Unit 865 - Salon Management
Assignment Guidance Form**

Produce a plan with operational objectives for the management of products and services in the

To include:

- Operational objectives for management of products and services
- Management and organisation
 - Employment opportunities/job roles
 - Workforce planning - staffing requirements
 - Additional professional services required
 - Recruitment methods and processes
- Staffing costs
- Employment legislation
- Methods of retaining and motivating staff
- Training, appraisals and continuous staff development
- Factors influencing working relationships
- Methods and procedures used for stock control
- Methods of improving working practices and increasing revenue

This assignment may be presented in any of the following formats and may include some ICT:

- Written report
- Chart
- Diagram
- Graph
- Other pictorial presentation