

St. Vincent de Paul Merchandizing Certification

Name: _____

Training Store: _____

End Caps

End cap training should take place over the course of 1 or 2 weeks. To be certified, each employee should complete 3 end caps; the first with assistance from a manager, the second with minimal assistance, and the third on their own. Managers should review and give feedback on each end cap once completed.

	Employee initials	Manager Initials	Date
1st with assistance			
2nd with assistance			
3rd on own			

_____ is certified to do end caps at stores within the Society of St. Vincent de Paul, Dane County.

Manager Signature: _____

End Grids

End grid training should take place over the course of 1 week. To be certified, each employee should complete 3 end grids; the first with assistance from a manager, the second with minimal assistance, and the third on their own. Managers should review and give feed back on each end grid once completed.

	Employee initials	Manager Initials	Date
1st with assistance			
2nd with assistance			
3rd on own			

_____ is certified to do end grids at stores within the Society of St. Vincent de Paul, Dane County.

Manager Signature: _____

Slat Wall

Slat wall training should take place over the course of 3 weeks. To be certified, each employee should complete 4 slat walls; the first with assistance from a manager, the second with minimal assistance, and the final 2 on their own. Managers should review and give feedback on each slat wall once completed.

	Employee initials	Manager Initials	Date
1st with assistance			
2nd with assistance			
3rd on own			
4th on own			

_____ is certified to do slat walls at stores within the Society of St. Vincent de Paul, Dane County.

Manager Signature: _____

This certifies that _____ has completed the merchandizing certification.

Employee Signature: _____

Print name: _____

Manager Signature: _____

