



The Smart Salon Meeting *Template*

WEEKLY MEETING FORMAT

CBM's Got You Covered

You care about your team getting this right. That's why you're here. This done-for-you meeting template takes the guesswork out of how to structure your session without it feeling heavy or hard to lead. Run it as is, make it yours, and let it land.

How to Use This Template

- 1 Print one copy per meeting.** Fill in the topic, outcome and any housekeeping notes before your team arrives.
- 2 Follow the sections in order.** Each one has a time guide. Stick to it and the meeting stays tight.
- 3 Use the incentive section when you need to shift a behaviour.** Not every meeting needs one, but when you do, this keeps it structured and fair.
- 4 Close with delegation.** Every meeting should end with someone owning something. The recap section makes sure nothing falls through.

How to Use This Template

3
MINS

Opening

Recognition, new faces, icebreaker.

10
MINS

Icebreaker

Energy setter before the work begins.

5
MINS

Agenda + Recap + Housekeeping

Today's plan, last meeting, colour report.

30-60
MINS

The Body — Teach the Team

One topic. One outcome. Full focus.

10
MINS

The Incentive

Name it, frame it, measure it, reward it.

5
MINS

Recap + Delegation

Tasks owned, week ahead locked in.

DATE

RUN BY

MEETING FOCUS

3
MINS

Opening

Energy in. Name up.

Team Member of the Month

Welcome / new things

Recognise the personal:

Birthdays

Engagements

Anniversaries

10
MINS

Icebreaker

See icebreaker resource for ideas

Activity chosen

Materials needed

5
MINS

Agenda, Recap + Housekeeping

Keep it brief

Today's agenda [one line]:

Recap last meeting:

Colour Report
WEEK RESULT

+ Plus

WASTAGE

+ Plus

BOWL REPORT NOTES

10
MINS

Incentive to Drive Behaviour

Only use when shifting a specific habit

No incentive this meeting - skip this section

THE SET UP

WHAT

Name the incentive

WHY

The behaviour or result you're shifting

RULES

Keep them simple enough to explain in 30 minutes

HOW IT WORKS

WHAT WILL BE MEASURED

Which data counts

HOW IT WILL BE MEASURED

The metric or tool used

WHO TRACKS IT

Self / manager / owner / educator

TIME FRAME

Start and end dates

HOW RESULTS WILL BE SHARED

Team meeting / group chat / noticeboard / other

THE REWARD

WHAT IS THE REWARD

WHO TRACKS IT

Whole team

Individual winner

Shared outcome

Other

IF NO ONE WINS

5
MINS

Recap + Delegation

Every task needs an owner before anyone leaves

KEY TAKEAWAY FROM TODAY

BEHAVIOUR TO WATCH THIS WEEK

Task Tracker				
Task	Who Owns It	Due Date	Status	Notes
	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="v"/>	
	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="v"/>	
	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="v"/>	
	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="v"/>	
	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="v"/>	
	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="v"/>	

NEXT MEETING:

DATE

TIME

TOPIC/FOCUS

Want More?

More done-for-you team sessions, templates and tools are on the way. Plus the full Icebreaker series covering Culture, Money and Colour. Everything built for salon owners who want to run a smarter, tighter business.

[Visit Color Bar Manager](#)

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