



اَبُو سَيِّدِي تَكُونُ لِي مَارَا
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MARA

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EXECUTIVE SUMMARY

This is an Executive Summary describing the Human Resources Manager's responsibilities and role in supporting the growth of Papi Barlon Barbershop through effective human resource management. As a service-oriented business, Papi Barlon relies on its team of barbers and support staff to provide customers with an excellent experience every time they visit. The HR Manager is responsible for recruiting, screening, hiring and training individuals who can be successful in providing Papi Barlon's customers with excellent service.

The HR Manager also manages training and development within the business, including employee training in grooming techniques and customer service, hygiene and professionalism, which support the barbershop's desired reputation. Employee relations are an important part of the HR Manager's responsibilities, which include fostering clear communication with employees, implementing ethical business practices and creating a positive working environment for all employees.

To accomplish these goals, the HR Manager will be responsible for monitoring employee performance, addressing employee concerns and ensuring that the barbershop remains in compliance with local, state and federal labor laws and guidelines as well as the barbershop's own personnel policies and procedures.

In addition, the HR Manager fosters teamwork and a spirit of mutual respect among employees, which contributes to helping create a workforce that is motivated and dedicated to the barbershop's continued success. The HR Manager will also ensure that employee performance is aligned with Papi Barlon's goals. Through strategic planning and a focus on a people-centered approach to human resources, the HR Manager contributes to the operational efficiency and quality of service provided by the barbershop and ultimately to the success of the business.

ADMINISTRATIVE PLAN

The Administrative Plan serves as the foundation for ensuring the smooth and effective operation of our Barbershop & Salon. This section outlines the essential administrative elements that support the overall business structure, including the vision and mission, organizational hierarchy, and key personnel roles. With the goal of providing high-quality grooming and beauty services, the plan highlights how the business will be managed, coordinated, and maintained to deliver consistent customer satisfaction. By establishing clear objectives, responsibilities, and administrative strategies, this plan ensures that the barbershop and salon can operate efficiently while creating a professional, comfortable, and welcoming environment for all customers.

i. Business Vision, Mission and Objectives

Vision Statement.

To become the most trusted and stylish Barbershop & Salon, offering modern grooming and beauty services that make every customer look confident, feel comfortable, and experience premium care.

Mission Statement.

- i. To provide high-quality grooming, hairstyling, and beauty services using professional techniques and safe, premium products.
- ii. To create a welcoming, relaxing, and hygienic environment where customers enjoy a complete grooming experience.
- iii. To deliver consistent, customer-focused service with skilled barbers and stylists trained in modern trends and classic techniques.
- iv. To offer accessible services for all genders, ensuring an inclusive space for both barbershop and salon clients.