

Bimonthly Tasks for January: Weeks 3-4

60 pts each department leaders need to show evidence of completion on or before February 1st. Tasks completed early can be turned in and verified at any time. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points. Some time outside of the office might be required to complete the following tasks and some tasks have noted deadlines that are due for competition before the 1st of February

Chief Officers and Administration

Points Earned _____/60

Department Meeting:

Meet as a department and read aloud and discuss all tasks for the next 2 weeks. Fill in task sheet with names and who is responsible for each task and turn in a copy of this task sheet to administration as soon as possible. In addition, each Friday/Monday the officers will be awarding work points for each department leader (each day 0-2 pts or 10 per week) for the last 2 weeks in January. Officers failing to complete this will get no work points awarded. HR will be sending out the form to do this.

Task 1: Consultant Meeting:

As a team, both CEO & COO schedule and attend your bimonthly meeting with your consultant (your teacher). At this meeting, we go over questions you might have about the tasks and discuss the things that are happening in the company.

_____ 5pts
Chief Officers

Evidence 1.1: Meet with your coordinator on Monday 1/7 or Tuesday 1/8

_____ 5pts
Chief Officers

Evidence 1.2: Collect completed tasks sheets from each department and put into the binder

Task 2: Leadership Meeting: (could take multiple days of meeting)

Meet with your leadership team and review the performance at the Bakersfield Trade show. As you meet complete the TRADE SHOW REPORT (found in Matrix-MARKETING) Discuss, review and document each department's contributions to the event. Have each department lead write a one-page reflection report that details the areas that went well and areas that need to improve at the Los Angeles Trade show. Start a Google doc and share it with your team. Each department should cover the following areas; Preparation, performance and reflection and recommendations. The chief officers will format the document into digital format and collate it into a final Bakersfield Trade Show Report that includes all department reports and the Chief Officer observations and recommendations in the summary.

_____ 20pts
Chief Officers

Evidence: Bakersfield Trade Show Report as PDF → Canvas January 3-4

Task 3: Los Angeles Online Entries

Supervise the entry submission for your departments for the Los Angeles Trade show. All submissions need to be turned in by Thursday, January 24th at 5:00 pm.

_____ 5 pts
Chief Executive Officer

Evidence 3.1: Submissions entered into the competition : Teacher Observation

_____ 5 pts
Chief Operations Officer

Evidence 3.2: Submissions entered into the competition : Teacher Observation

Task 4: Elevator Pitch:

Choose which officer will oversee in the elevator pitch competition at Los Angeles. Review the Trade Show Rubrics in the portal under trade shows under rubrics tab. Either recruit a team member or yourself to compete. The task will be to write the draft of the script of what will be used in the elevator pitch competition and work with the presenter. You will have 60 seconds to sell your idea and need to cover each area in the rubric. Use the rubric score sheet to help you develop your pitch.

_____ 10 pts
Employee responsible for this task

Evidence: Elevator Pitch Script → Canvas January 3-4

Task 5: Company Sales Teams:

Determine the 5 best salespeople in the company to be sales team leaders. Meet with them and offer them the opportunity to be the company sale team leaders for the company. Explain that in this role they will be picking sale people and will get a 1% bonus commission bonus on their pay for the total sales their team makes in Los Angeles. As a team, they will have total control of any special promotions they want to do during their shift. The teams will be competing against each other and will carry into next year. Once you have 5 people to agree to be the team leaders, get the company roster and do a snake-like selections process to place all employees into teams. Each team will select a team name and for every 10 orders from that team, all team members will get a grade bump of 1% at the end of the semester. Download the SalesTeam file from the Task Matrix - under Sales and print (on different colored paper) sales order tracking charts for each team sales.

_____ 5 pts
Employee responsible for this task

Evidence 5.1: List of the team, with leader and team name → Canvas January 3-4

_____ 5 pts
Employee responsible for this task

Evidence 5.2: Thermometer Sales Charts on Side Board → teacher observation