

Bimonthly Tasks for January: Weeks 1-2

60 pts each department leaders need to show evidence of completion on or before January 18th. 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 18th of January

Communications Department

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 the teacher and chief officers as soon as possible. Note there will be no work points for the next two weeks, but will start up again January 22nd.

Task 1: Bakersfield Planning & Preparation:

Using the Trade Show Binder/Notebook. Print or collect the following items to be included in the Bakersfield section of the Trade Show Notebook. Employee Contact information, Event Information, Company Registration, Competition Information. After collect the materials for the Bakersfield Trade Show and determine which section each material should be filed under. Collect the information requested below. Print the trade Show check list and pack and prepare for the trade show so it is ready to load on the bus by Tuesday, January 15th. Publish the work schedule for employees via email, Slack and print a copy.

_____ **5pts** Evidence 1.1: Trade Show Notebook: Bakersfield - Teacher signature _____
Employee responsible for this task

_____ **5pts** Evidence 1.2: Work Schedule (print & e-mailed) - Teacher signature _____
Employee responsible for this task

_____ **5pts** Evidence 1.3: Check list completed/packed- Teacher verified _____
Employee responsible for this task

Task 2: Competition Newsletter TM: (HIGH PRIORITY-Needs to be completed by January 24th)

This issue of the company newsletter will be the January or February Company Newsletter and it used for the competition at Los Angeles and Nationals. It needs to be your best effort so far. This will be your departments last opportunity to compete in the newsletter competitions. Review the newsletter competition rubric found in the Trade Show Rubrics for Los Angeles on portal under Competition Rubrics. Make to use you English teacher to have them proof read the letter and submit this as evidence and make needed corrections and print a black and white copy, before you submit a pdf of the newsletter to Canvas for final review.

_____ **5pts** Evidence 2.1: Printed proof-read newsletter → Task Verification form
Employee responsible for this task

_____ **5pts** Evidence 2.2: Printed corrected newsletter → Task Verification form
Employee responsible for this task

_____ **5pts** Evidence 2.3: PDF of corrected newsletter for final review → Canvas January 1-2
Employee responsible for this task

Task 3: January Bulletin Board:

Update the monthly a company bulletin board the first week in January This will be the area of the company that is used for company communications. The board needs to reflect a new theme for each month. Create the bulletin board for this month and the board should have the company name at the top and will be used as a showcase for company communications, pictures, social media, and announcements.

_____ **5pts** Evidence: Updated Bulletin Board with January Theme

Task 4: Company Social Media:

Follow the schedule you set up for social media in your company Google calendar and compete the required social media posts over the next 2 weeks. It is important to maintain consistency in the posts so they should be done evenly across the period and should not all be. The teacher will check your social media sites to verify you have met the requirements. Set up a facebook business account and submit the Business Account information to Canvas

_____ **5pts** Twitter Evidence 4.1: 2 business related tweets each week over the next 2 weeks
Employee responsible for this task

_____ **5pts** Instagram Evidence 4.2: 2 company related posts each week over the next 2 weeks
Employee responsible for this task

_____ **5pts** Facebook Evidence 4.3: Facebook Business Account information → Canvas January 1-2
Employee responsible for this task

Task 5: Company Google Account Maintenance:

Clean up the company Google account from the several weeks of activity. Sort, move to folders and organize the email. Clean and organize the drive to make sure that all department items are in their respective folders. Update contacts with all the new email addresses of customers who have purchased from the company over the past two months.

_____ **10pts** Evidence: Google Account Updated and Organized → Teacher Observation
Employee responsible for this task

Note any awards in TM competitions will be added as a bonus to your department grades