

Bimonthly Tasks for April Weeks 2-4

60 pts each both will work together on this and show evidence of completion on or before the due date. Tasks completed early can be turned in and verified at any time. It is the responsibility of each department leader to make sure that this is done. All department members receive the same points based on completion of their required tasks. Print this sheet and turn it in by April 26th to verify the tasks.

Communications Department

Department Points _____/60pts

Division of Labor:

Meet as a department and decide who will do which tasks for the next 3 weeks. Fill in task sheet with names and who is responsible for each task. Make two copies and turn them into the teacher and Chief officers. Due to the New York Trip and some many people missing we will not be awarding work points for the Month of April.

Task 1.0: May Newsletter:

Begin the next the next issue newsletter will be use as the May Company Newsletter. Have a new person (who has not had a chance) in the department to be responsible for creating this issue. This issue should cover the company related news that occurred in late March (grand opening) and April activities. Use the same format and design that you have used in the other 2 page issues of the newsletter. The responsibility of the newsletter should be rotated so all department employees publish the newsletter at least once or twice during the year.

Employee responsible for this task

Evidence 1.0: Newsletter 1st Draft → Print & turn in with Task Verification Form

Employee responsible for this task

Evidence 1.1: Revised Newsletter Completed → Canvas April 2-4

Employee responsible for this task

Evidence 1.2: Newsletter sent to entire company → teacher observation

Employee responsible for this task

Evidence 1.3: Newsletter posted on website → teacher observation

Task 2: Company Bulletin Board

Update the bulletin board to reflect a theme for the month of March. Include any new or old important information for the company employees. Keep all pictures covered in plastic sleeves to protect the images from vandalism. The board is used for company communications, celebrations and recognition and should be filled with company related information and not a decorated empty space. When the board is finished take a picture of it and submit that for evidence of completion

Employee responsible for this task

Evidence: Picture of updated bulletin board for April → Canvas March 2-4

Task 3: Social Media Evaluation Report:

Write a year end report of the company based social media. If you assigned different people to the various social media have them do the evaluation of the media they were assigned. This report will be your departments contribution to the company annual report that will be completed in May. In the report, address each application the company used for social media separately and evaluate the effectiveness of the use of that form of media in he following areas: Sharing of high-interest customer-based media (the stuff customer would be interested in), the marketing of company products, and the effort to drive business on company website traffic. In the conclusion of each media section, discuss the issues the department had during the year and suggest recommendations to improve the performance and effectiveness of the use of the social media for the coming year. Each report section will be worth 5pts and should include; Instagram, Twitter and LinkedIn. When finished send or share a copy of the report with your COO.

Employee responsible for this task

Evidence: Social Media Evaluation Report → Canvas April 2-4

Task 4: Company Rating Points

Each year companies get a rating score and these scores are based on points awarded for completing the required task as a company. Your team will be collecting and scoring the task required for the rating. Companies will get rating scores that will rank their company. Companies can earn a bonuses (1%-3% grade bonuses) for all employees if they get a high enough rating. Rating levels are: red (175pts), blue (220pts), bronze (245pts-1% bonus), silver (260pts-2% bonus) and gold (275pts-3% bonus) depending on the number of points the company earned by the completion required company department tasks through the year. You will be finalizing your company rating for the first year next month.

As a team, continue gathering evidence to earn at least 240 rating points for Q1, Q2, Q3, & Q4 rating tasks. To earn the points you will need to post evidence of the completed rating tasks on your company Google site. Track your rating evidence in the Company Rating File and submit that for evidence you have done the task. You will lose 1 pt for each point below 240.

Employee responsible for this task

Evidence 4.1: Submit the Company Rating file → Canvas April 2-4

Employee responsible for this task

Evidence 4.2: Post Evidence on Site → Teacher Observation

Employee responsible for this task

Evidence 4.3: Meet the 240 Rating points requirement → Teacher Observation