

Bimonthly Tasks for March Weeks 2-4

60 pts each department leaders need to show evidence of completion. At the end of each task period print this sheet and turn it in. for recording of grades. 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 members of the department will receive the same task points. All verifications and evidence must be turned in by March 29th. All work after that will be worth 1/2 credit.

Communications Department

Department Points _____/60pts

Department Meeting and Work Points: 30 pts total

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. 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 3 weeks in March. Officers failing to complete this will get no work points awarded. HR will be sending out the form to do this.

Task 1.0: April Newsletter Draft

Begin the next the next issue newsletter will be use as the April Company Newsletter. This issue should cover the company related news that occurred in late February and March. 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. The newsletter draft needs to be printed and proof read by an English teacher and your coordinator. The corrected newsletter will be completed on the next task sheet.

5 pts

Employee responsible for this task

Evidence 1.1: Corrected Printed Proof of April Newsletter

teacher signature

date

5 pts

Employee responsible for this task

Evidence 1.2: Corrected Printed Proof of April Newsletter → Task Verification form

5 pts

Employee responsible for this task

Evidence 1.3: April Newsletter sent to staff and post on website

Task 2.0: 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

5pts

Employee responsible for this task

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

Task 3.0: Social Media Monthly Schedule:

Meet with your team and using the company Google calendar, set a monthly calendar for social media release though the end of March. Each area will require weekly communications using the company social media (2 quality, company-related posts for Twitter and Instagram a week) and updated weekly Facebook entries. With no remaining trade shows, it is critical that your social media drives people to your company website to drive sales. So all required posts should be used to stimulate sales at the website.

5pts

Employee responsible for this task

3.1 Company Linked In or Facebook: Updates (3) & Calendar for March → Coordinator Observation

10pts

Employee responsible for this task

3.2 Company Twitter: Tweets (6) & Calendar for March → Coordinator Observation

10pts

Employee responsible for this task

3.3 Company Instagram: posts (6) & Calendar for March → Coordinator Observation

Task 4.0: Communication Department Daily Tasks:

Organize e-mail, delete unimportant ones, save all online orders and save, forward or print as needed to communicate with departments and people who should receive specifically addressed e-mails. In the event the sales department has a invoice that is returned because of a bad e-mail. Create a folder in the mail account to place any returned invoice communication. In addition, create a new contact group called "Customers" and add all on-line order customer information to the new contact group. The contact information should included name, e-mail, company and school information. Send this list to the Marketing department for their e-mail newsletter

5pts

Employee responsible for this task

Evidence 4.1 : Company e-mail is maintained → Coordinator Observation

Task 5.0: Company Rating Web Site:

Continue gathering evidence to earn at least 150 rating points for Q1, Q2 & Q3 rating tasks. To earn the points you will need to post evidence of the completed rating tasks on your company 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 150.

10pts

Employee responsible for this task

Evidence: Post Evidence on Site & Submit the Company Rating file → Canvas January 3-4