

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.

Chief Officers

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: Consultant Meeting

Go over the task sheet with your consultant to help you plan out and understand what you will be doing for this series of tasks. This should be done early in the first week of this task period

____ 5pts **Evidence: Schedule meeting and attach notes from that meeting.**
Employee responsible for this task

Task 2: Annual Report:

Get the annual report design from the art department Log to the VEI website and open the portal. Under Annual report tab on the left and review the reference materials for the report to learn the purpose of the report. Complete the letter to Shareholders, board of director & Management and Corporate message sections of the plan. Other departments will be sending you their reports to add to the annual report during this task period

____ 10pts **Evidence 2.1: Letter to Shareholders → Canvas April 2-4**
Administrative Team

____ 5pts **Evidence 2.2: Board of Directors & Management → Canvas April 2-4**
Administrative Team

____ 10pts **Evidence 2.3: Corporate Message → Canvas April 2-4**
Administrative Team

____ 10pts **Evidence 2.4: Draft of Annual Report → Canvas April 2-4**
Administrative Team

Task 3: Company Monitoring

Make copies of each task sheet and pass them out to the department leaders. Have them complete the information and collect the completed Task Sheets. Get the tracking sheet from the coordinator and update Strategic Planning Sheet. Use this a tool to support and help your departments as they prepare for your next leadership meeting. Should be updated through the end of March. In addition the chief officers will be doing full-day department visitations to get in-depth understanding of what each associate and department is doing this task period. You will only be required to visit one department this period, but will have multiple departments next task period. Have the department leader sign the sign as evidence.

____ 5pts **Evidence 3.1 : CEO department visitation** _____
Chief Executive Officer Department VP signature date

____ 5pts **Evidence 3.2 : CEO department visitation** _____
Chief Operations Officer Department VP signature date

Task 4: Business Plan Team Meeting and Selection:

Open up the opportunity for all people in the company to be part of the business plan presentation team. Create a sign up sheet for those interested. If there are key people you would like to have on the team, make sure that you speak with them. Leadership will be required to be on the team if others do not step up. Schedule a meeting with your consultant in the 3rd week in April for the employees that have signed up for the business plan team. In the meeting the teacher will cover the responsibilities and expectations of the members of this team.

____ 5pts **Evidence: Sign up Sheet and Schedule the meeting. → Teacher Observation.**
Employee responsible for this task

Task 5: Leadership Team for Next Year:

Each leader needs to be asked if they would like to continue for the coming year. If so they will be required to compete in open interviews to stay in their position. Meet with each leader individually and find out if they would like to continue as a leader for the next year and if so explain that they will need to go through interviews in May to defend their role for the coming year. They might have challengers from the company or other leaders who want to try another depart. Create a list of the leader intentions. HR will be making job posting and a interview schedule for early May

____ 5pts **Evidence: Intent to Return list for all department leaders. → Canvas April 2-4**
Employee responsible for this task