

# Chief Officers

## Bimonthly Tasks for February Weeks 1-2

60 pts each department leaders need to show evidence of completion on or before February 14th. 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 submissions on February 14th. Work points will be awarded during this task period for your employees.

### Task 1: Consultant Meeting:

Responsible: Chief Officers

As a team, both the CEO & COO schedule and attend your bi-monthly meeting with your consultant (your teacher). At this meeting, submit department verification sheets from Jan 3-4 task period, go over questions you might have about the tasks and discuss the things that are happening in the company. Collect all task sheets and place into your task binder to verify at the meeting

\_\_\_\_ **2.5 pts Evidence:** Meet with your coordinator the 1st week of February Teacher Signature \_\_\_\_\_

\_\_\_\_ **2.5 pts Evidence:** New Tasks sheet collected from each department Teacher Signature \_\_\_\_\_

### Task 2: Department Task Verification:

Responsible: Chief Officers

Create a new folder in the drive for February 1-2 and add department fold inside for your team to upload their evidence. We will continue the new process of the chief officers verifying the work completed by your departments. Using the February 1-2 Task sheets, you will verify that all tasks during this period in each of the company departments you are responsible to supervise. Review the work has been completed and is satisfactory to the level expected in the company. This means you will need to meet with department leaders to verify the tasks. Remove the magnets on the board for tasks that have been verified. Any tasks that are not completed or have been submitted but need to be improved need to be documented. You will be awarding department points based on completion and submit the verifications to your teacher at your February 3-4 meeting.

#### Chief Executive Officer Verifications

\_\_\_\_ **5 pts Evidence:** Completed Art & Publications Dept. Verifications Teacher Signature \_\_\_\_\_

\_\_\_\_ **5 pts Evidence:** Completed Digital Media Dept. Verifications Teacher Signature \_\_\_\_\_

\_\_\_\_ **5 pts Evidence:** Completed Marketing Dept. Verifications Teacher Signature \_\_\_\_\_

\_\_\_\_ **5 pts Evidence:** Completed Sales Dept. Verifications Teacher Signature \_\_\_\_\_

#### Chief Operations Officer Verifications

\_\_\_\_ **5 pts Evidence:** Completed Accounting Dept. Verifications Teacher Signature \_\_\_\_\_

\_\_\_\_ **5 pts Evidence:** Completed Communications Dept. Verifications Teacher Signature \_\_\_\_\_

\_\_\_\_ **5 pts Evidence:** Completed Human Resources Dept. Verifications Teacher Signature \_\_\_\_\_

### Task 3: Elevator Pitch in Los Angeles:

Employee Responsible: \_\_\_\_\_

Practice performing the pitch or work on coaching the person pitching for the company. The requires 60 seconds to sell the company idea and needs to cover each area in the rubric. After you have practiced, print 2 copies of the rubric score sheet and find different adults to score the pitch with the score sheet. They are to sign and date the sheet for you to get credit. Attach all score sheets to a task verification form and turn in to the teacher. 5 points for each scored sheet

\_\_\_\_ **5 pts Evidence: Practice score sheets signed by different adult** → Task Verification form

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\_\_\_\_ **5 pts Evidence: Practice score sheets signed by your teacher** → Task Verification form

### Task 4: Los Angeles Work & Bus Schedule

Responsible: Chief Operations Officer

Work with the VP of Communications to put together the bus schedule of who will ride the early and late bus for the LA trade show. In addition, set up the work shifts for the sales teams for the conference

\_\_\_\_ **2.5 pts Evidence: Bus & Work Schedule for LA**

### Task 5: Bay Area Entries and Rooming Assignment:

Responsible: Chief Officers

With a limited team attending the Bay Area Conference and Exhibition, determine the competition that the company will be completing in and who will be competing in which event. Download the Entries and Rooming form from Canvas and work with your team on entries and complete the form for entries and rooming assignments in Oakland. When completed, bring them to Mr. Gersten for verification.

\_\_\_\_ **2.5 pts Evidence: Entries & Rooming completed:** Teacher Signature \_\_\_\_\_