

Chief Officers

Bimonthly Tasks for January Weeks 3-4

60 pts each department leaders need to show evidence of completion on or before January 31st. 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 January 24th. Work points will be awarded during this task period for your employees.

Task 1: Consultant Meeting:

Responsible: Chief Officers

As a team, both CEO & COO schedule and attend your bimonthly meeting with your consultant (your teacher). At this meeting, we 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 week of January 20-24 Teacher Signature _____

____ **2.5 pts Evidence:** Tasks sheet collected from each department Teacher Signature _____

Task 2: Los Angeles Trade Show Submissions

Responsible: Chief Officers

Supervise and review the entry submission for your departments for the Los Angeles Trade show. All submissions need to be turned in by Friday, January 24th at 5:00 pm. Chief Officer will be responsible for tracking; Sales Materials, Company Branding, Video Commercial, Company Website and Marketing Plan. The Chief Operations Officer will be responsible for tracking: Employee Handbook and Company Newsletter. You are expected to help the teams get these done to meet the deadline.

____ **10pts Evidence 2.1:** Chief Executive Officer Department Submissions → Teacher Observed

____ **10pts Evidence 2.2:** Chief Operations Officer Department Submissions → Teacher Observed

Task 3: Leadership Meeting: (could take multiple days of the meeting)

Responsible: Chief Officers

This week has a major deadlines for Los Angeles, so be sensitive to your leadership team and the time they need to complete those items. Schedule a meeting with your leadership team and review the performance at the Bakersfield Trade show. As you meet complete the **TRADE SHOW REPORT** (found in Matrix-MARKETING). Discuss, review and document each department's contributions to the event. Have each department lead write a one-page reflection report that details the areas that went well and areas that need to improve at the Los Angeles Trade show. Start a Google doc and share it with your team. Each department should cover the following areas; Preparation, performance and reflection and recommendations. The chief officers will format the document into digital format and collate it into a final Bakersfield Trade Show Report that includes all department reports and the Chief Officer observations and recommendations in the summary.

____ **10pts Evidence 3.1: Leadership meeting conducted** → Teacher Observation

____ **10pts Evidence 3.2: Bakersfield Trade Show Report as PDF** → Canvas January 3-4

Task 4: Sales Team Standings

Employee Responsible: _____

Meet with your sales team captains from last year and update the sales teams members from any changes in the company rosters. Confirm the names for the teams and total sales made by team members for the year. Include any sales made at both San Diego and Bakersfield. Get the individual sales number for each salesperson from the Sales department trade show reports. Each team will select a team name and for every 10 orders from that team, all team members will get a grade bump of 1% at the end of the semester. Download the Sales Team file from the Task Matrix - under Sales and print (on different colored paper) sales order tracking charts for each team sales.

____ **10pts Evidence:** Thermometer Sales Charts on Side Board → Teacher Observed

Task 5: Elevator Pitch Competition

Employee Responsible: _____

Choose which officer will oversee in the elevator pitch competition at Los Angeles. Review the Trade Show Rubrics in the HUB. Either recruit a team member or yourself to compete. The task will be to write the script of what will be used in the elevator pitch competition and work with the presenter. You will have 60 seconds to sell your idea and need to cover each area in the rubric. Use the rubric score sheet to help you develop your pitch. Turn in the script along with who will be competing in this event

____ **5pts Evidence:** Pitch script and name of competitor → Canvas January 3-4