

# Sales Department

## Bimonthly Tasks for January Weeks 1-2

60 pts each department leaders need to show evidence of completion on or before January 18th. 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 competition before the 18th of January

### Department Meeting:

Meet as a department and read aloud and discuss all tasks for the next 2 weeks. Fill in the task sheet with names and who is responsible for each task and turn in a copy of this task sheet to the teacher and chief officers as soon as possible.

### Task 1: Trade Show Work Schedule and Salesmanship™ Employee Responsible: \_\_\_\_\_

Meet with the chief officers to create a work schedule for employees attending Bakersfield to work the booth during the show. Find the hours of the trade show in the agenda of the information packet (Conference & Exhibitions → California State Conference) and divide up the shifts equally among all employees attending. Schedule people so that you have a good mix of strong sales people for each session. Give a copy of the schedule to communications (they will be making print copies) and email and post in Slack so everyone has the schedule. In addition, meet with Mr. Elway to develop a sales strategy for the trade show. The company will be competing in the salesmanship competition during the trade show, print the salesmanship scoring rubric and review the rubric and schedule with your team the morning of the trade show to go over what judges will be looking for using the sales strategy that you developed with Mr. Elway

\_\_\_\_ 5pts Evidence 1.1: Sales Meeting with Mr. Elway signature \_\_\_\_\_

\_\_\_\_ 5pts Evidence 1.2: e-mailed to employees

\_\_\_\_ 5pts Evidence 1.3: Salesmanship Meeting: Teacher Observation, signature \_\_\_\_\_

### Task 2: Trade Show Sales Promotions: (HIGH PRIORITY) Employee Responsible: \_\_\_\_\_

Review the trade show promotions used for the San Diego Tradeshow and update them for the state conference. Print out the special trade show promotion packages that will be offered at the trade show as a one-day special promotion. Print the promotions sheets and give them to communications to pack for the trade show. These need to be ready by January 14th.

\_\_\_\_ 5pts Evidence: 2-4 promotions submitted as PDF → Canvas January 1-2

### Task 3: 10K Sales Presentation Competition™ (HIGH PRIORITY) Employee Responsible: \_\_\_\_\_

Recruit 1-2 people (preferably from Sales, Marketing or Art) to develop a sales contract for the Sales Pitch Challenge competition in Bakersfield. The competition is to solicit a \$10,000 sale via a contract. Firms will exhibit their salesmanship abilities in 2-3 person teams and will have 5 minutes to present their package of products/services and judges will have 2 minutes to ask questions. Review the Sales Presentation Rubric and the scoring sheet found in the Competition Rubrics. You need to be prepared to make a sale during the presentation and have a plan to overcome an objection. You will need to develop a plan and some leading questions to ask the judges. Meet with your coordinator to help in this process.

\_\_\_\_ 10pts Evidence 3.1: Sales Presentation contract

\_\_\_\_ 10pts Evidence 3.2: Compete in Bakersfield

### Task 4: Point of Sale Update: Employee Responsible: \_\_\_\_\_

Before we leave for Bakersfield, log into the company POS system and update prices and changes to your company products. Add all new employees into the system as sales representatives. Make sure you charge two iPads and check them out with Sandra (ID card required) you will need to refresh teams at the event on how to use the system.

\_\_\_\_ 10pts Evidence: POS System Updated Teacher Signature \_\_\_\_\_

### Task 5: December Sales Report: Employee Responsible: \_\_\_\_\_

At the end of each month, the sales department will create a monthly sales report (template found in Task Matrix-Sales) In the report you will gather information of all sales that occurred during the month (this includes online, sales contract and trade show sales and complete the report information. You will print color copies to share with your leadership team and the next meeting. In addition, you will need to get a copy to the accounting department so that they record, commissions, sales tax and shipping collected. Submit the report to Canvas as evidence.

\_\_\_\_ 10pts Evidence: December Sales Report → Canvas January 1-2