

# 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: Department Task Verification & Top 50:

Responsible: Chief Executive Officer

A new process will begin starting this month where the chief officers will be verifying the work completed by their departments. Using the Task sheets from the previous task period. You will verify that all tasks in each of the company department have been completed and are satisfactory to the level expected in the company. This means you will need to meet with department leaders to verify the tasks. Any tasks that is not completed or has been submitted but needs to be improved needs to be documented. You will be awarding department points based on completion. Upon completion of a department you will submit the verification sheet to your teacher so they can input the department scores. In addition review the top 50 requirements for this period to make sure your company has met the requirements to achieve Top 50 status.

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

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: Leadership meeting conducted** → Teacher Observation

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