

Bimonthly Tasks for November Weeks 1-2

60 pts each department leader needs to turn this sheet in on or before November 16th. 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. In addition, starting this task period, all employees will be getting weekly work points. Leaders will award 0-2pts work points each day or 10 per week. An e-mail will be sent out to complete this task. Leaders Failing to complete this will award you no points for that period.

Sales Department

Department Meeting:

This will be an incredibly hard week for sales and members of the department should plan to spend extra time after school to meet the submission requirements for San Diego on Friday November 9th. Meet as a department and read together and assign all tasks for the next 2 weeks, most of the tasks are linked to competitive events that your department can win awards. Fill in task sheet with names and who is responsible for each task. Turn in a copy of this Task Sheet for your department to the Chief Officers and teacher as soon as possible.

Task 1: Sales Materials: Trade Show Special Sales Promotions™: (VERY HIGH PRIORITY- November 8th)

Meet with Marketing and Art leaders and open up the Sales Materials competition rubric found in the portal under Competitions and Rubric-Rubric Tab. To complete the task before the short deadline, the parts of the competition entry will be divided up among departments. Sales will be assigned to make company sales promotion flyers for the trade show. These specials should be used to attract people to buy from your company. They should be at a discounted rate or packaged with other products to benefit customers. Create promotion flyers for these specials using InDesign. You will need to develop at least 3 different specials for the trade show. Each with pricing amount and unique product numbers that will be use on the order form for these specials. Select someone in the team that has good design skills. You have a short time line to complete this and it will require work outside the office to complete. The finished brochure needs to be upload to the sales folder in the company Google drive by November 8th so that the Art department can combine it into the final competition submission. Work with your teacher as you develop ideas and construct the sales promotions.

____ 10 pts **Evidence: Completed Trade Show Special #1 → Canvas November 1-2**
Employee responsible for this task

____ 10 pts **Evidence: Completed Trade Show Special #2 → Canvas November 1-2**
Employee responsible for this task

____ 10 pts **Evidence: Completed Trade Show Special #3 → Canvas November 1-2**
Employee responsible for this task

Task 2: Business Plan - Sales Contribution: (HIGH PRIORITY - November 14th)

There are two sales sections required in the business plan which needs to be completed by November 14th. Meet with your teacher or senior mentor to discuss how to do this task. When the sections are completed, upload them to the G-Drive in the Business Plan Folder found in Administration. Submit the also to Canvas for a team grade.

____ 5 pts **Evidence: BP-Break Even Analysis → Canvas November 1-2**
Vice President of Sales

____ 5 pts **Evidence: Projected Sales → Canvas November 1-2**
Vice President of Sales

Task 3:. Shipping & Sales Commission (Leadership Presentation)

Develop a recommendation policy for the shipping costs charged for the company when customer make purchases. In addition we will be going to live show events where people will earn personal commission (a bonus) on the things they can sell. Develop a recommendation for commission rate for employees in live sales situations. Prepare a proposal for the leadership team and print the **Approval Form** found in the Task Matrix under Chief Officers. Speak to the chief officers to have them add an agenda item for you to present at next leadership meeting. Present your recommendations for shipping costs and sales commission and follow the directions on the Approval form.

____ 5 pts **Evidence: Shipping & Sales Commission proposal**
Employee responsible for this task

____ 5 pts **Evidence: Shipping & Sales Commission presented & Approval form attached**
Vice President of Sales

Task 4: Point of Sale Training ™- The Sales Pitch

Schedule a day after the 9th for the sales training for the company employees. Use the Google slides presentation to train the company staff about how to pitch to customers to buy our company products or services. In the training you should demonstrate what a good pitch and a bad pitch would look like and the key features and strategies they should use when trying to make the sale. Your team can act this out or you can get video resources from the internet to illustrate this. Use the Elevator pitch guide found in the VEI task Matrix to lead them through the process of writing a 30-60 second pitch. In addition, the seniors will be training the sales team on how to use the POS system for processing sales at trade shows. All team should attend this as you will be training everyone how to use this when we come back from the break at the end of the month.

____ 5pts **Evidence: Sales Pitch Presentation to employees.**
Sales Training Team

____ 5pts **Evidence: Attend the POS system training with seniors**
Sales Training Team

™ Note any awards in ™ competitions will be added as a bonus to your department grades