

## Bimonthly Tasks for October Weeks 3-4

60 pts each department leader needs to turn this sheet in on or before November 2nd. 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.

### Communications Department

#### Task 1: Department Meeting

Meet as a department and read together and assign all tasks for the next 2 weeks. Turn in a copy of this Task Sheet for your department to the Chief Officers as soon as possible- Fill in task sheet with names and who is responsible for each task. Each person can earn 2 work points from you each day for 10 points per week. Each day, 1 Point will be automatically, earned for having your phone in your employee locker and the additional point/s will be earned for your daily work. Violations of office policies will result in loss of points. The department leader will complete the weekly work points for all employees each week for their department. Leaders failing to award points will get no points for the work period, while associates will get full points awarded. A link will be sent in an e-mail and on Slack complete this task.

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Vice President 5pts **Evidence: Complete and turn into Chief Officers & Teacher**

#### Task 2: November Newsletter

Finish the November Company Newsletter. Finish the final two pages of the newsletter and work with your teacher to help you through the layout and design of the newsletter. Finish the newsletter 1st draft print a non-color draft and have it proofread. Recruit your English teacher to help your team. Print and attach the guide sheet and have the English teacher sign and date at the bottom. Make any corrections and then have your teacher sit with you and review the final design for suggestions and corrections and sign the guide. With the help from your teacher, package your project and save the final newsletter as PDF for the website and for printing. Create a new folder inside of the Communications folder on the Google drive named Newsletters. Upload the final newsletter package and pdf into the Newsletter Folder.

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Employee who is responsible 5pts **Evidence: Submit Newsletter Guide with signatures → task verification form attached**

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Employee who is responsible 15pts **Evidence: Print Ready November Newsletter in PDF → Canvas October 3-4**

#### Task 3: Company Social Media

Attend the meeting with the communications mentor that will be coming in to talk about marketing your company using social media and the internet. Using what you learned from this meeting open a Google doc and share it with your team. Have each team member write a summary of what they learned from the meeting. Set up professional social media accounts for your company on Facebook, Twitter, Instagram and LinkedIn. Before you set up and finalize the accounts, check the username with the teacher to ensure the account names are professional enough for your business. Once approved, establish your initial accounts and assign members of your team to maintain that component of the company social media. Create a Google doc in the company account, that holds all the account names, login information for each, and who is responsible for managing, updating and maintaining that social media account each week.

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All Team Members 5pts **Evidence: Summary of Mentor meeting shared with teacher → Canvas October 3-4**

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All Team Members 5pts **Evidence: Sign up for a company Social Media accounts**

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Employee who is responsible 5pts **Evidence: Social Media Account login and managers shared with teacher → Canvas October 3-4**

#### Task 4: Social Media Calendar

Set up social media posting schedule using the company G-mail account. The key to social media is making interesting, relevant and regular posts. Schedule the social media posting schedule in the Google calendar. Twitter should have 2 posts each week, Instagram 2 posts each week with Face book and LinkedIn updated weekly

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Employee who is responsible 5pts **Evidence: Social Media Calendar completed in the company G-mail account**

#### Task 5: Leadership Minutes

Have the Leadership Secretary attend any leadership meetings over the next couple weeks and take notes on their chrome book during the meeting. Following the leadership meetings, the secretary will be required to type the finalized minutes of the meetings. Go to the task matrix for a template for the meeting minutes. After the meeting when the minutes have been completed. Send digital copies to each leader so that review them for approval at the next leadership meeting. Once the minutes have been reviewed, revised (if needed) and approved. Make any revisions and post a copy on the company bulletin board and send digital copies to all employees & your consultant through e-mail.

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Leadership Secretary 5pts **Evidence: Share the dated meeting minutes → Canvas October 3-4**

#### Task 6: Halloween Social Event

Meet with the Human Resources department and plan a holiday event to celebrate Halloween as a company. Download a copy of the **Event Planner** found in the Task Matrix under Communications. Complete the Event Planner and Event To-Do-List and print the proposal to gain approval signatures. Share the Event Planner with all employees that are part of planning the event.

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Employee who is responsible 10pts **Evidence: Printed Event Planner approved with signatures → task verification form attached**