

## Bimonthly Tasks for January: Weeks 1-2

60 pts each department leaders need to show evidence of completion on or before January 19th. 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 19th of January

### Sales Department

#### Department Meeting:

Meet as a department and read aloud and discuss all tasks for the next 2 weeks. Fill in task sheet with names and who is responsible for each task and turn in a copy of this task sheet to administration as soon as possible. Note there will be no work points for the next two weeks, but will start up again January 22nd.

**Task 1: Trade Show Sales Promotion:(HIGH PRIORITY)** needs to be completed by January 15th for State competition  
Revisit the trade show promotions for the San Diego Trade show and decide if you want to change anything for the state conference. Make any changes and print out your special trade show product promotion packages that will be offered at the Trade Show as a one day special promotion. Give the printed promotions to communications to pack for the trade show.

\_\_\_\_\_  
Employee responsible for this task

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

#### Task 2: Trade Show Work Schedule and Salesmanship™

Meet with Marketing and Communications and create a work schedule for employees attending Bakersfield to work the booth during the show. Find the hours of the trade show in the information packet (Portal-Tradeshows) and divide up the shifts equally among all employee attending. Schedule people so that you have a good mix of strong sales people each session. Give a copy of the schedule each person and have communications e-mail everyone the schedule. In addition, 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.

\_\_\_\_\_  
Vice President of Sales

**5pts Evidence: Work Schedule → printed & e-mailed to employees**

\_\_\_\_\_  
Vice President of Sales

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

#### Task 3: Sales Presentation Competition™

Recruit 1-2 people (preferably from Sales, Marketing or Art) to compete in the Sales Presentation competition at the trade show in Bakersfield. Review the Sales Presentation scoring sheet found in the Trade Show Rubrics. You need to be prepared to make a sale during the presentation, and have a plan to overcome objection. You will need to develop a script of leading questions to ask the judges. Meet with your coordinator to help in this process.

\_\_\_\_\_  
Employee responsible for this task

**5pts Evidence: Develop Sales Pitch for the competition in Bakersfield**

\_\_\_\_\_  
Employee responsible for this task

**10pts Evidence: Compete in Bakersfield**

#### Task 4: Point of Sale Initial Set-up and Sales Practice:

Before we leave for Bakersfield, log into the company POS system (get login information from your teacher) and set up and add all products or services the company sells. Add all employees into the system as sales representatives. Once the system has been set-up, show the teacher for evidence of completion. Then practice using the system with the sales team by making purchases using their debit card and authorization codes. We are hoping to have this system in place for Bakersfield to use on the trade show floor and you will need to training people at the event on how to use the system See your teacher for help with this.

\_\_\_\_\_  
Employee responsible for this task

**10pts Evidence: POS System set-up complete → Teacher Signature\_\_\_\_\_**

\_\_\_\_\_  
Employee responsible for this task

**10pts Evidence: Company Sales Transaction List → Canvas January 1-2**

#### Task 5: December Sales Report:

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 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

\_\_\_\_\_  
Employee responsible for this task

**10pts Evidence: Sales Report → Canvas January 1-2**