

# Bimonthly Tasks for November Week 4 - December Week 1

60 pts each department leader needs to turn this sheet in on or before December 7th. Tasks completed early can be turned in and verified at any time. All work turned in late will be half credit. 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

Company Name \_\_\_\_\_

### Department Meeting:

Meet as a department and read together and assign all tasks for the next 2 weeks. 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: San Diego Trade Show Work Shifts: (HIGH PRIORITY) Deadline November 29th

Meet with the Chief Officers and Vice President of Communications and create a work shift schedule for the trade show. Keep in mind the people you group together for the shift, try to schedule on sales team member in each shift. Typically each shift should have and 3-5 employees and a shift leader. The Shift lead is in charge to the team for that shift. Shifts should be 30 - 45 min.

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

5 pts    Evidence: Shifts and team will be tuned in by Communications

### Task 2. Trade Show Sales Promotion:

Print out your special trade show product promotion packages from the last task sheet that will be offered at the San Diego 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: 3 promotions → VP of Communications    Initials \_\_\_\_\_ teacher initials \_\_\_\_\_

### Task 3: Sales Training I: (HIGH PRIORITY) PRESENTED TO ALL EMPLOYEES ON NOVEMBER 29th

Using the presentation that you created last task sheet show them how they do a sales pitch. In addition, add information to the presentation to give the employees an overview of what the company will be selling at the San Diego Trade Show. Detail the product offering so everyone understands what is being sold and how the sales process will work. Explain to them how to do a sales pitch using your script on the last task sheet on how to conduct a sale. Everyone will be expected to have written their sales pitch by Thursday.

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

10pts    Evidence: Completed presentation → Canvas November 4

### Task 4:. Trade Show Report:

Upon returning from the San Diego Trade Show meet with the Chief Officers & Vice President of Marketing and evaluate your company performance at the trade show. Review the scores and judges sheets to find areas you can improve at the next event. Complete the **TS Report** found in the VEI Task Matrix. Co-write the report (using google docs) based on your findings and submit the finished report in Edmodo as a PDF. You will share your report findings at the next leadership meeting in the discussion of the Trade Show.

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

10pts    Evidence: Trade Show Report → Canvas November 4

### Task 5: Order Form Verification:

Upon returning from the San Diego Trade Show collect and review all order forms to make sure they were completed, information transferred to back forms and were calculated correctly. Record each order form on the Invoice log as you will send out invoices next task sheet. Complete the **TS Sales Report** for the San Diego Trade Show, this will give the company information about total sales, commission, and products sold and will be used on the next task sheet. File the report in the Google Drive and submit a copy to Canvas.

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

10pts    Evidence 5.1: All Orders from San Diego added to Invoice Log → Canvas November 4

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

10pts    Evidence 5.2: Trade Show Sales Report Completed → Canvas November 4

### Task 6. Trade Show Follow-up Letter and Company Invoice:

Develop a follow-up company invoice and invoice letter that your team will use to send to people that purchased from the company at the trade shows. The letter should follow a formal business block letter style (search it on the internet you are unsure). The letter should be thanking the customer for their business at the trade show and how important their business is to the company. It should direct them to open the attached invoice and tell them what you want them to do (pay your company in the next 7-10 days). Find or make a company invoice that will be used to send to customers who have purchased from the company. Have your teacher check this and sign below. Once approved, upload the invoice to the company Google drive.

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

10pts    Evidence: Invoice & Letter checked and approved by teacher \_\_\_\_\_