# Sales Department

### Bimonthly Tasks for September Weeks 1-2

60 pts - Each department leader needs to show evidence of completion on or before September 13th Tasks completed early can be turned in and verified at any time. It is the responsibility of each department leader to make sure that this is done. All members of the department will receive the same task points. All late work will be worth 1/2 credit. Assign the below tasks to team members so that you can complete all tasks by the deadline.

**Task 1. Junior Company Interview Preparation:**

Participate in meeting time to meet with the prospective junior vice president applicants before they interview. Share the basics of what you do in the position in a big picture and what you do in a typical week. Participate in the company interviews for that position.

**5pts Evidence: Signed Verified Mr. Gersten______________________** Responsibility of Vice President

**Task 2. Accounting-Sales Work Flow Chart:**

Meet with the Sales Department in the conference room and work together through the **ACCT1: Establish An Accounting System** found in the **Hub** under **Accounting and Finance**. Review each slide and make sure everyone understands how the flow works. After reviewing the slide show workflow create a company work flow chart (or update it if you did last year) and review and revise the flow to update for the new department team members. If your company does not have a detailed flow chart you will need to make that. Get a poster paper and some post-it notes and work together to build the flow chart of roles and responsibilities for all team members. You can see an excellent example of what we are looking for in the Task matrix under **Sales –> FlowChart**. Once the poster is done. Assign one person from the group to design and replicate the chart in InDesign so that is can be easily shared with all team members. When done reconvene the groups and present the finalized Accounting/Sales flowchart. Print copies for all team members and make sure all team members understand their role in the flow and they understand where they receive their work and where it flows to when they are done. Email the flowchart out to all team members and your facilitator so they will have a digital copy whenever they need to refer to the flowchart.

**10 pts Evidence: Completed Company Sales-Accounting flowchart: Submit in Canvas**

Responsibility: All Team Members

**5 pts Evidence: Submit finished Work Flow Chart in Canvas:**

Responsibility: Chief Financial Officer & VP of Sales

**Task 3. Pitch Perfect**

As a team, you will be creating a professional development (PD) training/presentation for the company employees on developing a sales/elevator pitch. You will roleplay (this can be live or video clips) each aspect of the pitch in front of the company during the presentation. Using the guide to writing an Elevator Pitch found under Sales in the VEI Task Matrix, you will need to develop a script and act out the script as you present to the company employees. Go through explaining each of the 7 steps of the elevator pitch and how that fits with the products and benefits your company offers for the customer. Demonstrate good examples of those steps following each explanation. All employees will be recording their own version of the elevator/Sales pitch for a grade over the next couple weeks so this training will help them in this task. For the investor next steps, let them know we are looking for minority owners (equity in the company) or convertible debt (loan).

**15pts Evidence: Pitch Presentation:** Submit in Canvas

Responsibility: All Team Members

**15pts Evidence: Professional Development Presentation: Observed - Facilitator Signature___________**

Responsibility: All Team Members

**Task 4. Order Forms**

Count the current number of unused order form that you have from last year. Calculate approximately how many new forms we need to order based on the 5 trade shows we will be attending this year. During your next leadership meeting, have the Vice President of Sales discuss the company order form and if the form needs revision. In addition poll the leaders to see if they are interested in moving to a more digital model for ordering that can take place from the website and the Point of Sale (POS) system. This will reduce the number of forms needed, but will not eliminate forms as many customers do not have VE accounts. Make any revisions on the order form needed and submit the updated order form to your facilitator for printing with your number that needs to be ordered. Send the revised order form to your facilitator with your order request.

**5pts Evidence: Revised Order Form :** Responsibility: Any Team Member

**5pts Evidence: Print Request :** Responsibility: Any Team Member