

Chief Officers

Company _____

Bimonthly Tasks for October 2-4

60 pts - Each department leader needs to show evidence of completion on or before October 25th. 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.

Task 1. Consultant Meeting

Meet with your consultant and share with him what is happening in the company. Have him sign below to verify you met. In addition, complete the weekly work performance evaluations for your leaders (VPs)(sent to you by your HR department). In addition, complete the weekly work performance evaluation for your supervised leaders sent to you by your HR department.

5pts Evidence: Consultant Signature _____ Date _____: Responsibility of Chief Officers.

Task 2. Leadership Conference

Assigned to _____

Both officers should be attending the student leadership conference on October 11th. Make sure that all team members have name badges, dress for success and bring their leadership composition book to the event. Collect the Permission forms and turn them into your teacher.

5pts Evidence: Permission Forms turned in: Responsibility of Chief Officers.

Task 3. Business Plan Presentation

Assigned to _____

Attend the Business Plan presentation workshop at the leadership training. Together with the VP of Marketing, review the company presentations of all 8 of the top teams in last years national finals. They can be found in the Hub - Curriculum - Competition & Events - Competition Rubrics - 2019 National Business Plan Competition – Top 8 Presentations. Watch each of the presentations and write a reflection of each and what you liked about the presentation and can add to your presentation and what you learned from the Business Plan presentation workshop. Turn in the reflections to Canvas

15pts Evidence: Presentation Reflections: Responsibility of: Chief Officers

Task 4. Identify Firm Goals, Objectives, and Strategies

Review Management Task 5 and set Goals & Objectives and define the strategies for your company as you move forward into the year. Schedule a Goal Setting meeting with your leadership team. Open a Google doc and share the **Company Goals** document with the leadership team and go through the tasks as a group. Record the goals in the document. In addition, following the meeting, have each department leader develop their department goals for the year and add these goals to the Company Goals & Objectives document. Turn the company goals document into Canvas.

15pts Evidence: Company Goals & Objectives: Responsibility of: Chief Officers

Task 5. Junior Company Mentorship

Multiple times each week, check in with junior chief officers to see how they are doing with their tasks and answer any questions they have concerning their *October 2-4* series of tasks. This mentorship will continue throughout the first semester. They will be grading you on your helpfulness and involvement. Those grades will be reported to your teacher to be added to your grades.

5pts Evidence 5.1: Signed by junior chief officer _____ October week 1

5pts Evidence 5.2: Signed by junior chief officer _____ October week 2

Task 6. Business Plan Final Revisions

Assigned to _____

When the final draft comes back from your teacher, make any adjustments or corrections to your Business Plan and export as a PDF. Save the PDF in your company Business Plan folder and upload a copy to Canvas.

10pts Evidence: Final Business Plan: Responsibility of: Chief Officers