

Sales Department

Company _____

Bimonthly Tasks for October 2-4

60 pts - Each department leader needs to show evidence of completion on or before September 14th. 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: Department & Leadership Meeting:

Make copies of this sheet and meet as a department and assign all tasks for the next 2 weeks. Fill in task sheet with names. Turn in a copy to the Chief Officers and teacher as soon as possible.

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

Task 2: Point of Sale System:

Assigned to _____

Update and refresh how to use the Point of Sale (POS) System for your company. Add any new products; and remove or add any employee changes that have occurred within your company. The Point of Sale (POS) System is still new to employees, and allows people who have accounts to use a "debit card" like option when they buy at trade shows so your company collects income instantly when they purchase from you. To review the Point of Sales System and develop a training presentation to train each of your company sales teams. During the training, have them practice simulating how to use the POS system at the trade shows to process orders and how everyone in your company can activate and use their POS debit card at trade shows. You will begin sales team training in the next task sheet.

10pts Evidence 2.1: POS Training Presentation: submit to teacher in Canvas

5pts Evidence 2.2: New Products and Employees added to POS System: Teacher signed _____

Task 3: Product Training Program:

You will be starting an employee training program to train company employees about the features of the products the company offers. Each week on Mondays, your department will present a short product presentation using Google slides, talking about the product, the price, and what features you want the employees to know about the product. Develop a product knowledge quiz. Following the presentation have them take a short quiz testing their knowledge. A color product sheet should be added to the company bulletin board as the Weekly Featured Product. Select your first product for your Sales Training Weekly presentation starting next week.

10pts Evidence 3.1: Product Presentation: submit in Canvas

Assigned to _____

10pts Evidence 3.2: Product Knowledge Quiz: submit in Canvas

Assigned to _____

10pts Evidence 3.3: Color Printed Product Sheet: on bulletin board

Assigned to _____

Task 4: Junior Company Mentorship:

Multiple times each week, check in with junior Vice President of Sales 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: Signed by junior Vice President _____ October week 1

5pts Evidence: Signed by junior Vice President _____ October week 2