

Bimonthly Tasks for September: Weeks 3-4

60 pts - Each department leader needs to show evidence of completion on or before September 28th. 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.

Chief Officers & Administration Department

1. Hiring Process :

The **Chief Officers** will serve to assist each department leader they oversee as they interview applicants to fill the positions in their departments. Following the associate interviews, work with the Vice President of HR to determine the number of employees to be placed into departments and facilitate the placement meeting to place all employees into departments.

_____ 5pts **Evidence: Company Placement Completed** → **Canvas September 3-4**

2. Consultant & Department Meetings:

Schedule a meeting with your consultant (your teacher) at the beginning of each week. At these meetings we go over questions you might have and discuss the things that are happening in the company and the operational guidelines found in Task Matrix. This will help you generate your leadership agendas and effectively plan and run your meetings. In addition the chief officers will participate in the initial meetings of the departments they oversee and record the assignments of the leader and associates.

_____ 10pts Week 1 Meeting _____ 5pts Week 2 Meeting _____ 5pts

3. First Leadership Meeting: Leadership Norm Exercise

Hold your first leadership meeting to establish meeting norms for your team. Get the **Setting Norms** exercise from the **Task Matrix**. Your consultant (teacher) will lead you through the process of establishing norms for your leadership team. This can take several meetings on consecutive days, but is very important in setting the foundation of your leadership team environment.

_____ 10pts **Evidence: Meeting Norms Printed** → **Canvas September 3-4**

4. Office Placement :

The **Chief Operations Officer** will set up seating chart for the office so people are sitting in departments. Meet with each leader and review your plan so they can have input on where employees will be assigned in their departments.

_____ 5pts **Evidence: Printed copy of Office seating chart for Human Resources and Consultant**

Chief Operations Officer

5. Leadership Planning:

Create a calendar that covers all future meetings through the end of January. For each meeting date determine who will lead the meeting that week. This should be alternated between CEO & COO each week. Plan your first meeting for the coming week. The leader of the meeting will plan the agenda (see the Meeting Agenda on the Task matrix) for the items that will be covered at the weekly meeting. You should meet weekly on the same day. You should include an all staff meeting at the end of each month. Your consultant will be attending leadership meeting for the first 6 weeks to help establish meeting protocol.

_____ 5pts **Evidence: Calendar of future meetings and roles at each** → **Canvas September 3-4**

Employee Responsible

6. Company Name and Image:

Schedule your second leadership meeting mid-week where your coordinator will lead you through the **Company Name & Image** exercises found on the Task Matrix on your coordinators website. Record your team findings. Finalize the company name by having your coordinator approve the name. After the process announce to the employees the company name.

_____ 10pts **Evidence: Typed Image Exercise results** → **Canvas September 3-4**

Name of who is responsible

_____ 5pts **Evidence: Signed Name Exercise, Coordinator approval of company name**

Name of who is responsible

7. Elevator Pitch Competition:

Work with the Sales & Digital Media department to write a script and produce a video to compete in the national elevator pitch competition. Find the guidelines under Trade Show Rubrics - National Competitions found on your coordinator web page. The guide to write the script can be found under Sales in the Task Matrix. Review the top pitches from last year on the VEI website. You can recruit anyone in class to do this presentation. Submission will be in October.

_____ 10pts **Evidence: Pitches recorded in Flipgrid (Digital Media)**

Name of who is responsible