

Sales Department

Bimonthly Tasks for February Weeks 1-2

60 pts each department leaders need to show evidence of completion on or before February 14th. Tasks completed early can be turned in and verified at any time. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points. Some time outside of the office might be required to complete the following tasks and some tasks have noted deadlines that are due for submissions on February 14th. Work points will be awarded during this task period for your employees.

Department Meeting:

Meet as a department and read aloud and discuss all the tasks for the next 2 weeks. Fill in the task sheet with names and who is responsible for each task and turn in a copy of this task sheet to the teacher and chief officers as soon as possible. You will be uploading the tasks for verification to both the company Google drive in the February 1-2 Folder and Canvas.

Task 1: Trade Show Sales Promotion

Employee Responsible: _____

An art department person will be assigned to work with you to develop Sales Promotions for the Trade Show. Evaluate the past trade show promotions and update any changes that need to be made. Print out your special trade show product promotion packages that will be offered at the Trade Show as a one-day special promotion. If it is a new promotion, make sure it has been added to the POS system. These promotions will be displayed in the trade show booth as a special purchase only at the trade show. Give the printed promotions to communications to pack for the trade show. Each promotion is worth 5pts

____ **10 pts Evidence:** 3 promotions submitted as PDF → Canvas February 1-2

Task 2: Employee Sales Training

Employee Responsible: _____

As you prepare for the Los Angeles conference trade show, you will need to familiarize everyone with sales techniques they can use at the trade show while working their shift as a team in the booth. Develop a presentation to walk the entire company through the sales process. Break the presentation into 4 sections. How to approach the customer, Product highlight showcase, Common Questions or Objections, and How to close the sale. Present this presentation in week two of this task period.

____ **10 pts Evidence 2.1:** Presentation presented to staff → Teacher Initials _____

____ **2.5 pts Evidence 2.2:** Presentation Uploaded → Canvas February 1-2

Task 2: New Employee Sales Training

Employee Responsible: _____

You will be offering POS system training to the company for new employees and those that would like a refresher on how to use the system. Explain how to handle credit cards and any new procedures you would like them to use at the trade show. All training needs to have been completed by February 14th. I suggest that you get copies of the catalog so everyone is familiar with it and know exactly what we are selling and the dates of the events we sell. Lead the group through the POS system and have each person complete an order form for a pre-designed order and then have them switch forms and review the order forms to see if there are issues. Create an attendance sheet that is signed by each attendee that they attend the training.

____ **5pts Evidence:** Attendance List → Attach a Task Verification form and submit to teacher

Task 3: Complete in Los Angeles: Salesmanship Competition

Entire Company

Your department points will be based on how well your team performs in the Los Angeles Conference. Review the competition rubric. Your points will be based on your average team score divided by 2.5 on the scoring rubric. If you place in the top 15 you will receive an extra 10 bonus points.

____ **10pts Evidence:** Salesmanship score sheets from Los Angeles.

Task 4: January Sales Report

Vice President of Sales: _____

Complete the monthly sales report for January. Include all sales from the Bakersfield trade show along with the sales contract & any online sales that we processed through our website. Use the Monthly Sales Report found in the Task Matrix for this report. In this report, you will determine total sales, Products sold by type, sales made by each salesperson, commission on those sales. Total sales tax and shipping costs. Share the report at your next leadership meeting.

____ **10 pts Evidence:** January Sales Report → Canvas February 1-2

Task 5: Inventory & Wholesale Market Orders

Employee Responsible: _____

Based on the January Sales Report and February Sales Contract order inventory in the wholesale market. Order the Sales Contract inventory. Calculate the number of each product that was paid for in the month of January and place those in a separate order for February. Once the order has been placed print the order forms and then take them to the accounting department for payment.

____ **5 pts Evidence:** Sales Contract Order → Teacher Initials _____

____ **5 pts Evidence:** February Wholesale Marketplace Order → Teacher Initials _____