

## Bimonthly Tasks for September: Weeks 3-4

60 pts - Each department leader needs to show evidence of completion on or before September 27th. 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

#### Task 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**

#### Task 2: 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. and have them sign the Approval Form found in the Task matrix. In addition create a Leadership binder to hold all leadership files during the year. Create section dividers for Meetings, business plan, Employee Handbook, marketing Plan and any other areas that you need.

\_\_\_\_\_ 2.5pts **Evidence 2.1: Printed copy of Office seating chart for Human Resources and Consultant**

Chief Operations Officer

\_\_\_\_\_ 2.5pts **Evidence 2.2: Leadership Binder Completed Binder shown to coordinator**

Chief Operations Officer

\_\_\_\_\_ signature

#### Task 3: Consultant & Department Meetings:

Schedule a meeting with your consultant (your teacher) at the beginning of each week. At these meeting 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

#### Task 4: 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. 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. You consultant will be attending leadership meeting for the first 6 weeks to help establish meeting protocol.

\_\_\_\_\_ 10pts **Evidence 4.1: Meeting Norms Printed** → **Canvas September 3-4**

Employee Responsible

\_\_\_\_\_ 5pts **Evidence 4.2: Calendar of future meetings and roles at each** → **Canvas September 3-4**

Employee Responsible

#### Task 5: Company Name and Image:

Schedule your second leadership meeting mid-week where your coordinator and prior to the meeting print out the **Company Name** exercise found in the **Task Matrix** on the teachers website. You teacher will lead you through the **Company Image** exercises found on the Task Matrix on your coordinators website. As you go through the process download the exercise on their chrome book and record your team answers. When done move to the Naming Exercise that you printed. Finalize the company name by having your coordinator approve the name. After the process announce to the employees the company name and work with the art department in developing the logo.

\_\_\_\_\_ 10pts **Evidence 5.1: Typed Image Exercise results** → **Canvas September 3-4**

Employee Responsible

\_\_\_\_\_ 5pts **Evidence 5.2: Signed Name Exercise, Coordinator approval of company name**

Employee Responsible

#### Task 6: Elevator Pitch Competition:

You will be working with the Sales and Digital Media departments to create a 60 second elevator pitch about our company. Your chief officer team will write a company elevator pitch for your company to get investors. The completed script will be used by each of you and team members in the Sales department will do a 60 second elevator pitch using that script. Extra credit opportunity will be available for any employees other employees that want to try the pitch. Use the elevator **Pitch Guide** found the VEI Task Matrix to help you plan the parts of your pitch script. Digital Media will be recording your pitches and will help sales uploading the videos to Flipgrid and the best pitch will be submitted for the National Elevator Pitch competition in October.

\_\_\_\_\_ 10pts **Evidence: Written Sales Pitch Script** → **Canvas September 3-4**

Both Officers