

Unit 3 – Rotation 2

Day	Lab Activity or	Student Worksheet	Lecture -- Class Notes	AV Presentation	Follow-up	Homework	Assessment
1	Position Training		Transferring to a New Position			Tisdale Entertainment Show Survey	
2	Begin Unit 3	Telephone Techniques Packet	Telephone Techniques		Filling Orders	Grocery & Department Store Orders	Telephone Test (given in a later week)
3			Ordering Supplies		Deposits		
4					Bank Statements	Balancing Bank Statements	
5	Unit 3 In-service 3.1	Supervisory Decisions	Supervising Others	PowerPoint: Leadership	Supervising Others	Paying Bills	Employee Evaluations
6					Ordering Supplies		
7			Maintaining Order Level				
8					Complete TE Calendar		
9						Paying Bills	
10	Unit 3 In-Service 3.2	Teamwork in the Office	Teamwork in the Office	PowerPoint: Teamwork	Employee Meeting		Employee Evaluations