

SCHOOL _____

STUDENT TRAINING PLAN FOR COOPERATIVE EDUCATION

INSTRUCTOR _____ PHONE NUMBER _____

STUDENTS NAME:

ADDRESS:

TOWN: STATE: ME. ZIP:

PARENTS NAME:

SOCIAL SECURITY NO:

CIP CODE : 52.1803 Retailing and Retail Operations (Sales/Womens Apparel and Accessories)

GENERAL GOALS FOR THE STUDENT LEARNER: AN INSTRUCTIONAL PROGRAM THAT PREPARES INDIVIDUALS TO PERFORM OPERATIONS ASSOCIATED WITH RETAIL SALES IN A VARIETY OF SETTINGS. INCLUDES INSTRUCTION IN OVER-THE-COUNTER AND OTHER DIRECT SALES OPERATIONS IN BUSINESS SETTINGS, BASIC BOOKKEEPING PRINCIPLES, CUSTOMER SERVICES, TEAM/STAFF LEADERSHIP AND SUPERVISION, FLOOR MANAGEMENT, AND APPLICABLE TECHNICAL SKILLS.

OBJECTIVES TO BE COMPLETED BY THE STUDENT LEARNER:

1. UNDERSTAND THE WHOLESALE/RETAIL MARK UP SYSTEM.
2. SERVICE TO THE CUSTOMER.
3. MARKETING OF THE PRODUCT.
4. STAYING ABREAST OF THE PRODUCT THAT IS SOLD.
5. BEING EDUCATED IN THE SALES FIELD.
6. PROS AND CONS OF THE SALES INDUSTRY.
7. UNDERSTANDING THE ORDERING SYSTEM OF THE BUSINESS

SKILLS THE STUDENT LEARNER SHOULD ACQUIRE DURING HIS/HER TRAINING PROGRAM:

1. CUSTOMER REALATIONS.
2. SETTING UP DISPLAYS
3. ABILITY TO FOLLOW DIRECTIONS.
4. UNDERSTANDING THE VALUE OF THE PRODUCT.
5. USE OF THE CASH REGISTER.
6. PROPER USE OF THE PHONE SYSTEM WITHIN THE STORE.
7. PROPER DRESS.
8. COURTEOUSNESS.
9. WORK AS A TEAM MEMBER.
10. BE TO WORK ON TIME.
11. DEVELOP PROPER ATTITUDE.
12. UNDERSTAND THE MISSION OF THE BUSINESS

SAFETY FEATURES THE STUDENT SHOULD KNOW ABOUT HIS/HER PLACE OF EMPLOYMENT:

1. KNOWLEDGE OF SAFETY ON THE JOB.
2. PROPER WAY TO LIFT CARTONS.
3. FIRST AID KIT
4. FIRE EXTINGUISHER
5. KNOWLEDGE OF EMERGENCY PHONE NUMBERS
6. KNOWLEDGE OF FIRE EXITS.
7. EMERGENCY EVACUATION PLAN.
8. EYE WASH STATION