

SCHOOL \_\_\_\_\_

STUDENT TRAINING PLAN FOR COOPERATIVE EDUCATION

INSTRUCTOR \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

STUDENTS NAME:

ADDRESS:

TOWN: STATE: ME ZIP:

PARENT:

SOCIAL SECURITY NO:

CIP CODE: 52.1804 Selling Skills and Sales Operations (Promotions)

GENERAL GOALS FOR THE STUDENT LEARNER: A program that prepares individuals to possess the skills associated with direct promotion of products and services to potential customers and to function as independent sales representatives and managers. Includes instruction in consumer psychology, image projection, public speaking and interpersonal communications, sales organization and operations, customer relations, professional standards and ethics, and applicable technical skills.

OBJECTIVES TO BE COMPLETED BY THE STUDENT LEARNER:

1. Marketing of the Product being promoted.
2. Staying abreast of the product that is being promoted.
3. Being positive about the product being promoted.
4. Introducing products to new customers.
5. Making available specials of the day to customers.
6. Ensure prompt and courteous service to potential customers.
7. Coordinating the delivery of the product to its proper location.
8. Preparing the tables to display the products.

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

1. Customer Relations
2. Setting up displays
3. Ability to follow directions
4. Proper dress
5. Courteousness
6. Be on time to work
7. Understanding the value of the product.
8. Work as a team member.
9. Operations of equipment required in the job.
10. Understanding the mission of the business.

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

1. Proper way to lift cartons.
2. Knowledge of emergency phone calls.
3. Knowledge of fire exits.
4. Knowledge of emergency evacuation plan of building.
5. Emergency Phone Numbers. (911)
6. Safety Glasses.
7. First aid kits.
8. Eye Wash Stations.
9. Fire Blankets.
10. Knowledge of Basic safety operations on the job.