



New Facilitator Training Summer Teacher Conference

July 9, 2018

Facilitated by: Wendy Schmitt & Kendra Lee

Agenda

- Resource Review
- Facilitator Expectations
- Timeline of Program
 - Orientation Days
 - Business Ideas & Business Plan
 - Interviews
 - Department Tasks
 - Annual Report





Resource Review

VE Tools

- **VE Portal**

- Banking System
- VE Marketplace
- Online tools
- Readings
- Videos
- Models
- Rubrics

- **Reference Files**

- Task-based by Department
- Annual Activity Map
- Pacing Guide

- **Curriculum**

- Aligned to Common Career Technical Core standards
- Aligned to National Standards for Economics and Personal Finance
- Aligned to the Career Readiness Framework
- Includes Resource Files, Videos
- Pre-Post Assessment



Hands On: Explore the VE Portal

Go to: portal.veinternational.org

Username:

testfirm@veinternational.org

Password:

Enterprise18



Hands On: Explore the VE Portal



Portal

T. Instructor



Firm Admin



Firm bank account



Wholesale Marketplace



Store Manager



Firm Directory



Teacher bank account



International Trade
Resources



E-Mail

VE Curriculum

- Home
- VE Brief
- Orientation
- Accounting & Finance
- Administration
- Design / IT
- Human Resources
- Sales & Marketing
- Communications
- Personal Finance
- Competitions & Rubrics
- Submittal Forms
- Taxes
- Business Plan
- E-Commerce Website
- Trade Shows
- Annual Report

Welcome to the VE Portal

Did you love your VE experience? Which parts need improvement? Provide feedback about your VE experience so we can continue improving the program to better serve thousands of different students, teachers, and other key program participants. These surveys are completely anonymous, and all information will be kept strictly confidential.

[Take the 2018 Student Exit Survey](#)

[Watch Video Commercials Made by VE Students](#)

[Read the Most Recent VE Brief](#)

Firm Advertisements



Sidebar

- VE Market Insights
- Help
- Portal Support & User Manuals
- Certified Vendors

News



Hands On: Explore the VE Portal

Curriculum

Firm Admin (practice)

Wholesale Marketplace

Store Manager

Firm Directory

US Network Bank (practice)



Hands On: Explore the VE Portal

The screenshot displays the Virtual Enterprises International Portal. At the top left is the logo for Virtual Enterprises International. The main header area contains the word "Portal" in a large, purple font. Below the header is a navigation bar with icons and labels for: Firm Admin, Firm bank account, Wholesale Marketplace, Store Manager, Firm Directory, International Trade Resources, and E-Mail. A left-hand navigation menu is visible, with "Accounting & Finance" selected. The main content area is titled "Accounting & Finance" and features three tabs: "Tasks", "Reference Files", and "Videos". The "Tasks" tab is active, showing a "Guide to Keeping Financial Records in VE" with a list of 20 tasks. The tasks include: Task 1 & 2: Establish an Accounting System and Create Financial Records & Establish a Company Budget; Task 3: Create/Review Financial Reports; Task 4: Close former employees' VEC bank accounts; Task 5: Establish payroll procedures; Task 6: Prepare a break-even analysis; Task 7: Determine firm's corporate debt; make interest payments; Task 8: Record sales; process customer payments and update; Task 9: Prepare and file quarterly sales tax form; Task 10: Establish internal control procedures for operation of the company VEC Bank account; Task 11: Open VEC Bank accounts for new employees and create a presentation to inform employees on the online banking system; Task 12: Record purchases; process payments to vendors and update accounts payable records; Task 13: Complete payroll register and form 941; Task 14: Proving cash: reconcile the cash balance in the accounting record with cash balance in the checking account; Task 15: Establish and/or update inventory records; Task 16: Prepare W2 and W3 forms; Task 17: Prepare interim financial reports; Task 18: Review of budget; analyze budget variances; Task 19: Provide workshop to employees on preparation of Form 1040VE Individual Income Tax Return; Task 20: Perform end-of-year procedures including preparation of financial statements.

VE CURRICULUM

- Home
- VE Brief
- Orientation

Accounting & Finance

- Administration
- Design / IT
- Human Resources
- Sales & Marketing

Other Curriculum

- Communications
- Personal Finance
- Competitions & Rubrics
- Submittal Forms
- Taxes
- Business Plan
- E-Commerce Website
- Trade Shows
- Annual Report
- Additional Resources
- Other Curriculum
- Teacher Tools

Portal

Firm Admin Firm bank account Wholesale Marketplace Store Manager Firm Directory International Trade Resources E-Mail

Accounting & Finance

Tasks Reference Files Videos

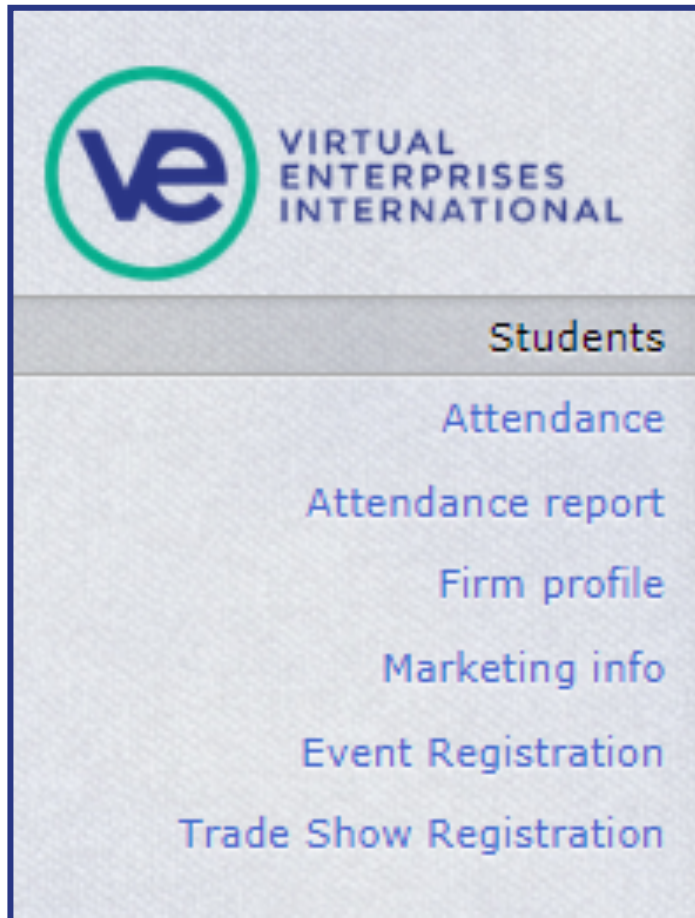
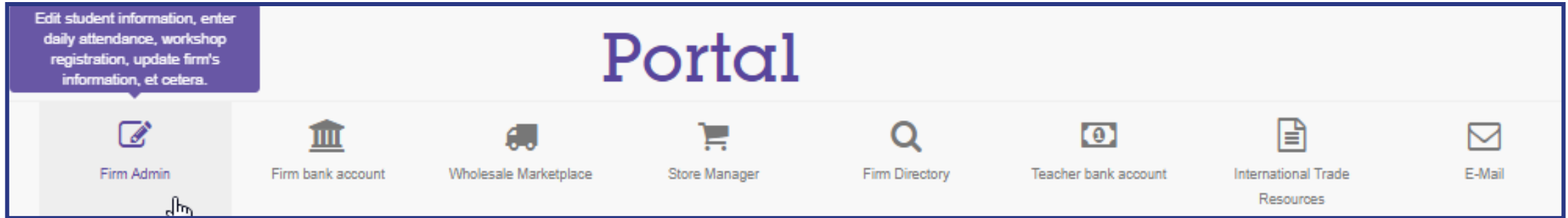
Tasks

Guide to Keeping Financial Records in VE

- Task 1 & 2: Establish an Accounting System and Create Financial Records & Establish a Company Budget
- Task 3: Create/Review Financial Reports
- Task 4: Close former employees' VEC bank accounts
- Task 5: Establish payroll procedures
- Task 6: Prepare a break-even analysis
- Task 7: Determine firm's corporate debt; make interest payments
- Task 8: Record sales; process customer payments and update
- Task 9: Prepare and file quarterly sales tax form
- Task 10: Establish internal control procedures for operation of the company VEC Bank account
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- Task 16: Prepare W2 and W3 forms
- Task 17: Prepare interim financial reports
- Task 18: Review of budget; analyze budget variances
- Task 19: Provide workshop to employees on preparation of Form 1040VE Individual Income Tax Return
- Task 20: Perform end-of-year procedures including preparation of financial statements



Hands On: Explore the VE Portal



PRACTICE:


- Add a student
- Add student permissions
- Take attendance
- View the Firm Profile



Hands On: Explore the VE Portal

Purchase products for resale. **Portal**

Firm Admin Firm bank account **Wholesale Marketplace** Store Manager Firm Directory International Trade Resources E-Mail

 VIRTUAL ENTERPRISES INTERNATIONAL F. Abidi (Gotham Enterprises - FF Code U591831) | [Cart](#) | [Return to portal](#) | [Sign out](#)

WholesaleMarketplace

Browse by category:

- [electronics](#)
- [furniture](#)
- [inside of the Office](#)
- [in the office](#)
- [Office Supplies for Gotham's supplies](#)

[Orders](#)

[Product manager](#)

[Marketplace User Manual.pdf](#)

Category electronics


Item	SKU#	Cost	Quantity	Add to cart
auto recyclers	01	\$210.00	Quantity <input type="text"/>	Add to cart
dell laptop	11	\$384.00	Quantity <input type="text"/>	Add to cart
desktop monitor	12	\$263.00	Quantity <input type="text"/>	Add to cart
desktop tower	14	\$351.00	Quantity <input type="text"/>	Add to cart
graphic tablet	23	\$55.00	Quantity <input type="text"/>	Add to cart
iMac	25	\$910.00	Quantity <input type="text"/>	Add to cart
keyboard	29	\$14.00	Quantity <input type="text"/>	Add to cart



Hands On: Explore the VE Portal

Manage Buy Buttons and view Sales Transactions.

Firm Admin Firm bank account Wholesale Marketplace **Store Manager** Firm Directory International Trade Resources E-Mail

 VIRTUAL ENTERPRISES INTERNATIONAL Store Manager F. Abdi

Gotham Enterprises (US01031)

- Sales transactions
- Buy buttons
- Promotional codes
- Shipping rates
- Sales tax rates
- Settings
- Documentation

Sales transactions

These are the sales transactions made through your Buy buttons. [Download sales transaction list \(Excel\)](#)

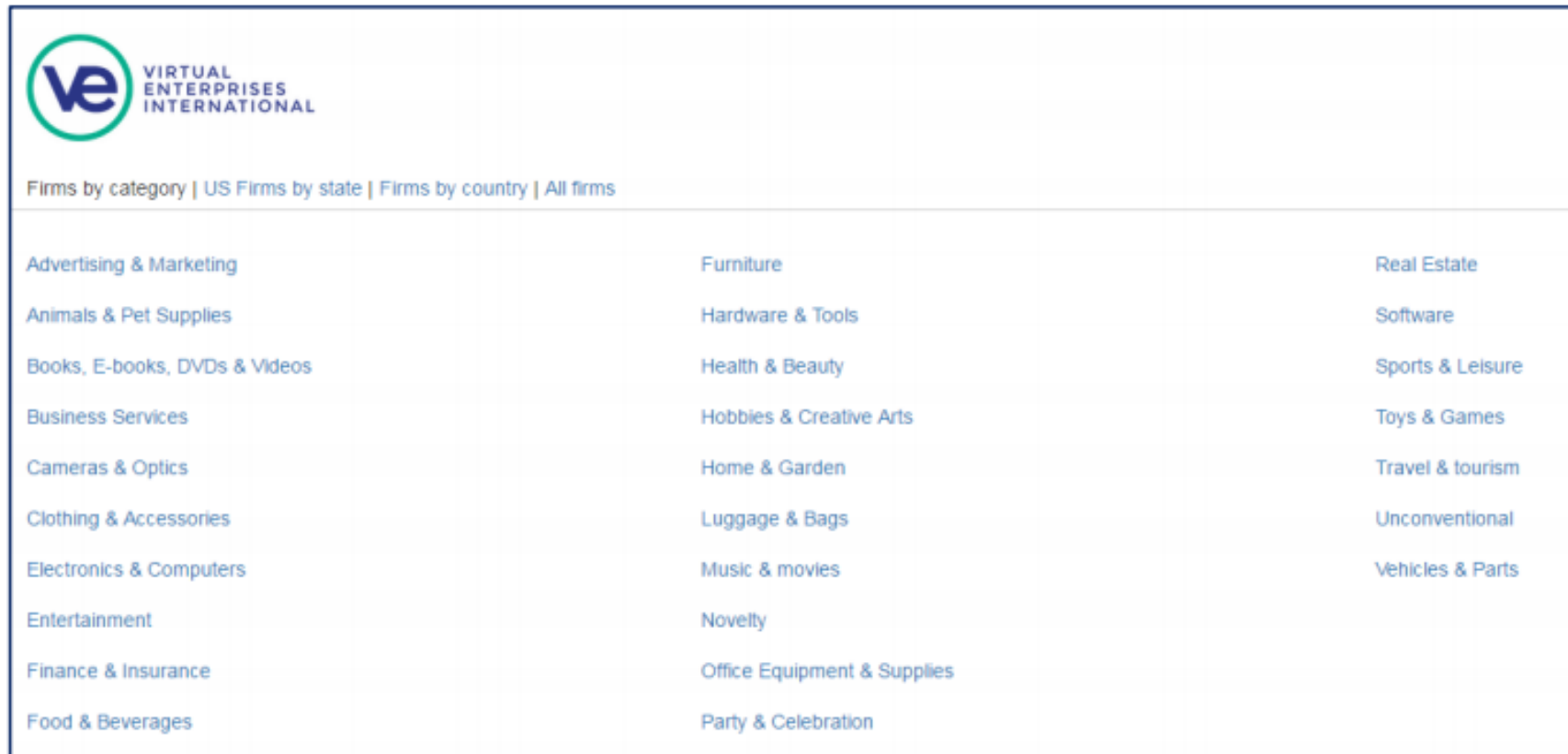
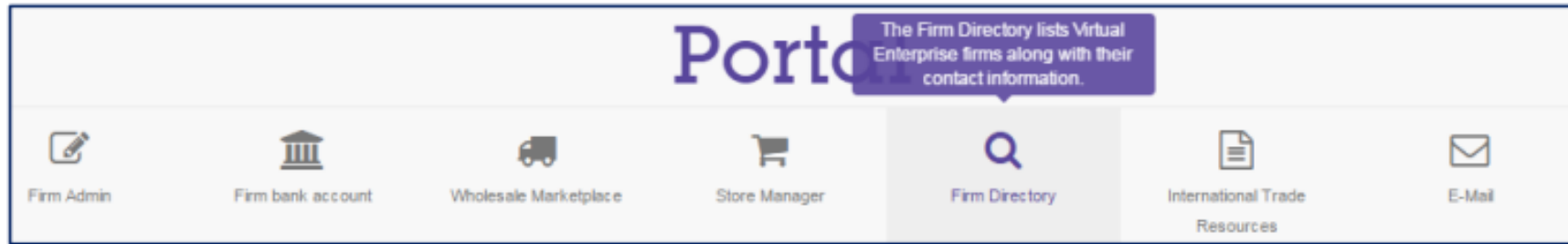
Date from (mm/dd/yyyy) until (mm/dd/yyyy)

Enter buyer's name, city, country or amount

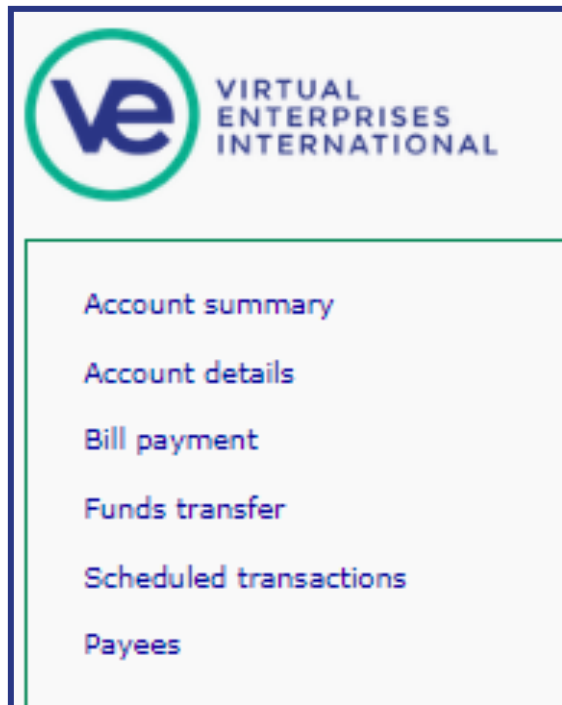
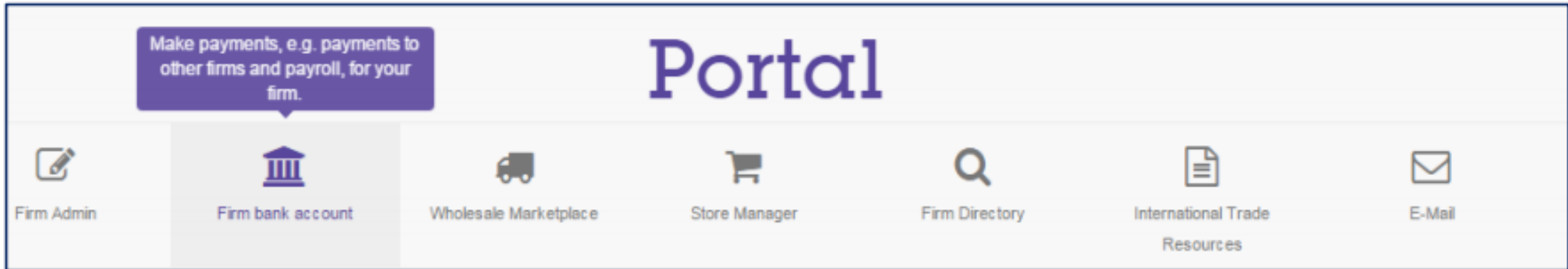
Transaction no	Date (Central Time)	Buyer	Amount
191162	06/06/2017 09:32 AM	Racquel Leonce (US011213) New York, NY 10011 USA	\$71.48
191010	06/05/2017 02:36 AM	Aaron Murdock (US021803) South Pasadena, CA 91030 USA	\$8.99
190624	05/31/2017 03:56 PM	Josh Huang (US021803) South Pasadena, CA 91030 USA	\$17.55
190563	05/31/2017 01:45 PM	Dipti Roy (US01334) Jamaica, NY 11432 USA	\$8.99



Hands On: Explore the VE Portal



Hands On: Explore the VE Portal



PRACTICE:

- Add a payee
- Make a payment
- View Scheduled transactions





Facilitator vs. Teacher

Ice Breaker: Locate a New Friend

- Introduce yourself:
 - Name
 - Home State
 - Number of Years Teaching
- Share an example of how you currently create a **student-centered** approach in a lesson, project and/or classroom



Ice Breaker: Reflection

- Considering the examples you've shared, consider how much involvement your students had in:
 - Planning or Designing
 - Organizing
 - Leading
 - Evaluating or Reflecting



Facilitation Defined

HELP

- **HELP** a group of people understand their common objectives

ASSIST

- **ASSIST** them in plans to meet the objectives

NEUTRAL

- Remain **NEUTRAL** – do not take a particular position



Key to Successful Facilitation

- Forgive yourself daily.
- Say often, “I don’t know. Let’s figure it out.”
- Involve the students in everything!
 - **Planning, Organizing, Leading, Evaluating / Reflecting**
- Know it will not be perfect. Imperfection is where true student learning will take place.
- Facilitate continuous reflection with the students.
- Continue to learn and evolve with your students.





**Big Picture:
What does the year look like?**

Timeline

- **August/September:**
 - Orientation, Business Idea, Interview Process
- **October:**
 - Write Business Plan, Set-Up Departments
- **November – April:**
 - Department Tasks
 - Professional Development
 - Trade Shows
 - National Competitions
 - Portfolio Tasks
 - Purchasing
- **May – June:**
 - Annual Report, Wrap-up





Orientation – Establishing Expectations

WEEK #1

Orientation:

How do you establish expectations?

- Opening Day Ideas
- Lesson Plan Ideas



Orientation: Days 1-3 Planning

- Review the Teacher Pacing Guide
- Review the Curriculum Online: Orientation Tasks
- Revise and update syllabus
- Think through how you will ensure that your first few days are different from the other courses the students are taking
- What type of teambuilding activities might you use to develop collaboration?





Developing Business Ideas

MONTH #1



500 firms across 27 product and service categories



Brainstorming New Business Ideas

Research

- Ask 5 or other market research
- Go to: insights.veinternational.org
- **Orientation: Task 11**
- Review Product & Service Market Landscape
- Review Existing Firms – Example:
 - **Go to:** Portal / Firm Directory
 - **Locate** VIVID+ and read their ABOUT page

Intro to Design Thinking

- TODAY at 11am!



Defining Your Business Model

1. What product or service are you selling?
2. Who's your target customer?
3. What customer challenge do you solve? What needs or wants do you serve?
4. What value (customer benefits) do you deliver?
5. How will you reach, acquire and keep customers?
6. How will you define and differentiate your offerings? What makes you special, different or better?
7. How and when will you generate revenue?
8. What is your cost structure? Your pricing strategy?
9. What is your profit margin?



Quick Reflection

Considering your product or service idea...

- Why is there a need for this product/service?
- What is the value proposition to your customer?
- What is the competitive landscape for this market?



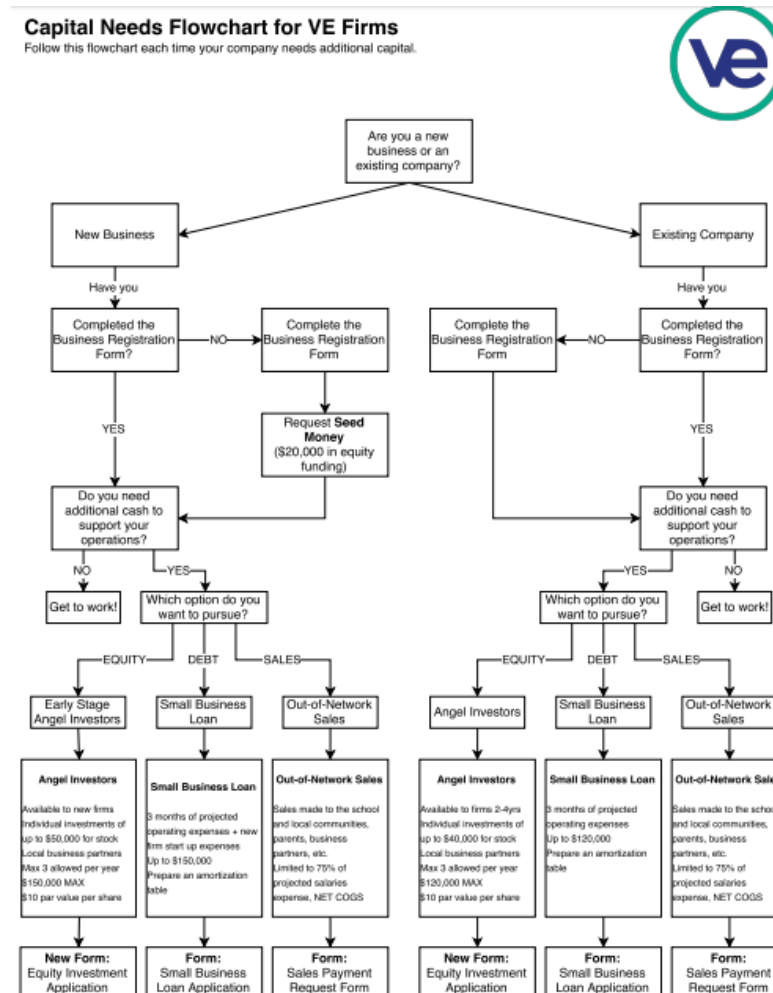
Completing the Business Registration Form

- Curriculum Tasks
 - Administration
 - Reference Files
 - “Business Registration Form”
- Curriculum Tasks
 - Submittal Forms
 - “Business Registration Form”



Capital Needs Flowchart for VE Firms

- Curriculum Tasks (Administration or Accounting) Reference Files
- “Capital Needs Flowchart”
- New or Existing Business?
- Business Registration Form – Y/N?
 - Seed Money
- Sources of Cash
 1. Debt
 2. Equity
 3. Out-of-Network Sales



Business Ideation Processing

- **Planning**: What process will you take to determine business ideas?
- **Organizing**: How will you facilitate?
- **Leading**: Who will lead?
- **Evaluate**: How will you know students have met the objective?





Interview Process

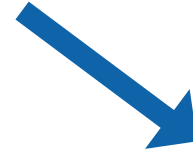
MONTH #1

Setting Up Your Firm

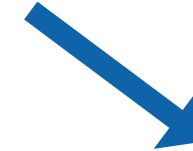
Resume & Cover Letter



Interview Process



Choosing the CEO



Filling out the TEAM

Refer to
Orientation
Tasks

Timeline
Considerations



Interview Process

- Schedule the interviews with people in the school and community
- Reserve room and time frame
- Prepare the Interview Folders



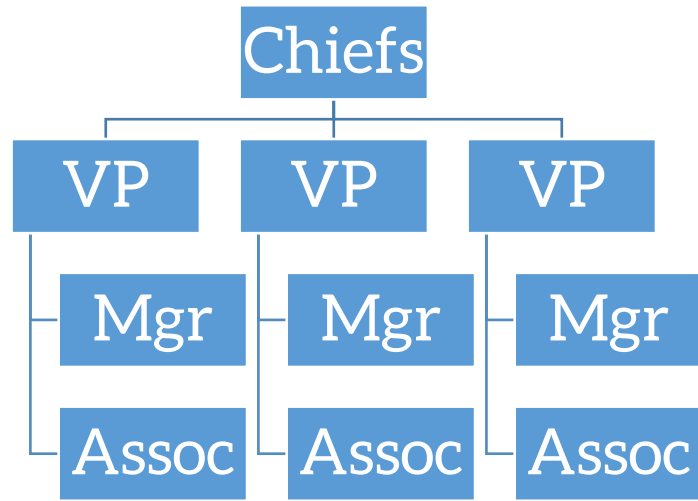
Interviewing Logistics

When planning the logistics of the interview process, consider the following as an individual, school, and/or district:

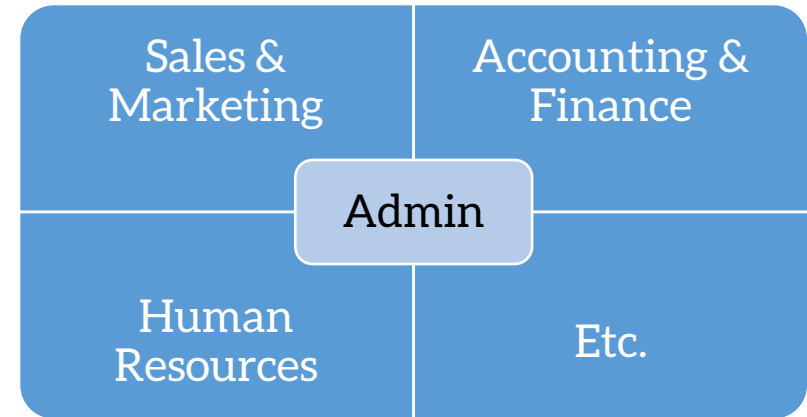
- Review the resources available on the Google site and the VE national site
- Plan your timeline
- Who can come in for interviews?
- What rooms are available for interviewing?
- How and what will you grade?



Sample Organizational Structures

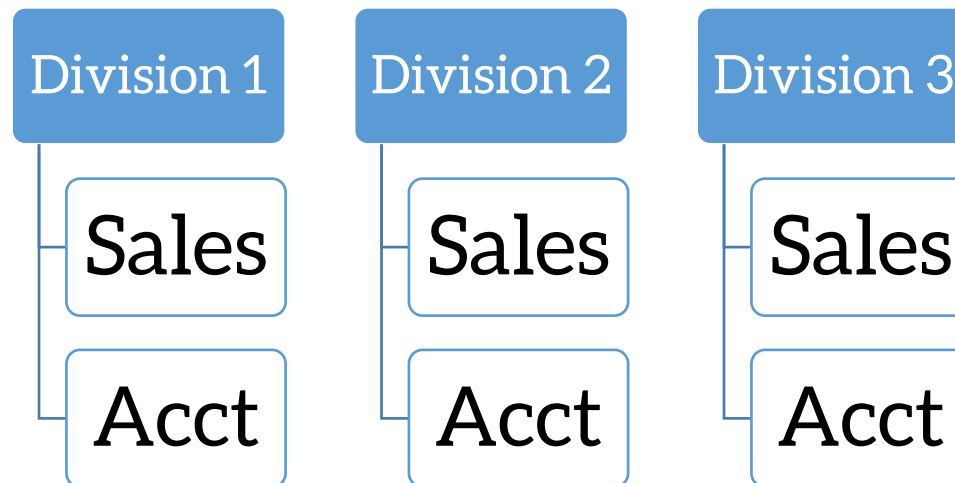


Functional/Hierarchy



Matrix/Team-based

Divisional/Large firms



Your Organization Chart

What will your Organization Chart look like?

- How many students will you have?
- Which structure suits your firm best?
- Organization Chart builders:
 - SmartArt in Microsoft Office PPT or Word
 - Portal / Curriculum Tasks / Human Resources / Reference Files
 - Free online chart builders



Selecting Employees

- How do you determine who gets each job?
- Plan to provide each student with an announcement letter containing their job assignment
- Have students accept their position in a reply letter to you
- On the day following job announcements, employees report to their departments. They need to introduce themselves and begin setting goals.



Interview Processing

- **Planning**: What process will you take for interviews?
- **Organizing**: What materials will you need?
- **Leading**: Who will lead?
- **Evaluate**: How will you know students have met the objective?



Hands On: Plotting Your First Month

- **Planning**: What will happen the first few weeks?
- **Organizing**: How will you facilitate?
- **Leading**: Who will lead?
- **Evaluate**: How will you know students understand the expectations of the VE program?





Preparing the Business Plan

MONTH #2

Business Plan Resources

The screenshot shows a web portal interface. At the top, the word "Portal" is displayed in a large, purple font. Below it, there are five navigation icons with labels: "Firm Admin" (pencil icon), "Firm bank account" (bank building icon), "Wholesale Marketplace" (truck icon), "Store Manager" (shopping cart icon), and "Firm Directory" (magnifying glass icon). A sidebar on the left is titled "VE Curriculum" and lists various subjects: Home, VE Brief, Orientation, Accounting & Finance, Administration, Design / IT, Human Resources, Sales & Marketing, Communications, Personal Finance, Competitions & Rubrics, Submittal Forms, Taxes, Business Plan (highlighted in red), E-Commerce Website, and Trade Shows. The main content area is titled "Business Plan" and contains a "Reference Files" section. This section lists several resources under three main categories: Guidelines & Rubrics, Sample Business Plans and Presentations, and Break-Even Analysis. Additional Resources are also listed at the bottom.

Portal

Firm Admin Firm bank account Wholesale Marketplace Store Manager Firm Directory

VE Curriculum Business Plan

Home
VE Brief
Orientation

Accounting & Finance
Administration
Design / IT
Human Resources
Sales & Marketing

Communications
Personal Finance
Competitions & Rubrics
Submittal Forms
Taxes
Business Plan
E-Commerce Website
Trade Shows

Reference Files

Reference Files

- **Guidelines & Rubrics**
 - [PDF] [2017-18 National Business Plan Competition Guidelines](#)
 - [PDF] [Business Plan Written Rubric \(2017-18\)](#)
 - [PDF] [Business Plan Oral Rubric \(2017-18\)](#)
- **Sample Business Plans and Presentations**
 - [PDF] [Gotham Enterprises Business Plan](#)
 - [PDF] [Gotham Hardware Sample Business Plan](#)
 - [PDF] [Gotham Enterprises BP Slideshow](#)
 - [VIDEO] [2018 National Business Plan Competition Top 6 Team Presentations](#)
 - [VIDEO] [2017 National Business Plan Competition Top 6 Team Presentations](#)
 - [VIDEO] [2016 National Business Plan Competition Top 6 Team Presentations](#)
 - [VIDEO] [2015 National Business Plan Competition Finalists' Presentations](#)
 - [VIDEO] [2014 National Business Plan Competition Finalists' Presentations](#)
 - [VIDEO] [2013 National Business Plan Competition Finalists' Presentations](#)
- **Break-Even Analysis**
 - [Spreadsheet] [Break-Even Activity and Instructions](#)
 - [Spreadsheet] [Break-Even Template](#)
- **Additional Resources**
 - [LINK] [Real World Firm Mission Statements](#)
 - [PDF] [Mission Statement Rubric](#)

- Curriculum Tasks
- Business Plan





Department Tasks

MONTHS #3-9

Sample Daily Schedules

Sample 90-minute Block

- 8:00 Arrival: Sign In, To Do list
- 8:05 Check in meeting w/ Chief, VP, or Team Lead
- 8:15 Break out meetings
- 8:45 Work
- 9:15 Follow up
- 9:25 Debrief and To Do list
- 9:30 Dismissal

Sample 45-minute Period

- 8:00 Arrival: Sign In, To Do list
- 8:05 Check in meeting w/ Chief, VP, or Team Lead
- 8:10 Break out meetings / Work
- 8:40 Debrief and To Do list
- 8:45 Dismissal



Ideas for Weekly Meetings

- Executive Meeting to identify Goals & Objectives for the Week
- Status meetings to ensure progress
- Summarize and Prioritize for the following week

	Monday	Tuesday	Wednesday	Thursday	Friday
Admin	Meeting	Work	Work	Work	Meeting
Acct	Work	Meeting	Work	Work	Work
Sales	Work	Work	Meeting	Work	Work
HR	Work	Work	Work	Meeting	Work



Monthly/Quarterly

- Self Evaluations
- Manager Evaluations
- Compare Projections to Actual
- Refine Projections



Hands On: Department Tasks

- Go to: Curriculum Tasks
- Select a Department
- Review the department task list
 - Will this task be done once?
 - Will the task be done monthly?
- Identify what is missing



Implementation of Department Tasks

- Company and Department Meetings
- Department/Chief prepared task list
- Weekly Log Sheets
- Calendar
 - Company, Department, Personal
- Employee Evaluations
- Add Individual Tasks
 - Portfolios, job shadowing, book study, weekly articles



Department Tasks

Planning & Management

- Tasks List
- Website tools
- Sample documents
- Leadership Conference

Growth & Development

- Professional Learning Activities
- Portfolio (organization tool)
- Book Study
- Department Challenges



Regional Trade Shows & Youth Business Summit



National Online Competitions

Elevator
Pitch



One entry per student

Branding



E-Commerce
Website



Newsletter



Video
Commercial



Incorporating Personal Finance

- Prepare a personal budget
 - Personal Finance: Task 3
 - Reference Files:
 - My Personal Finance Budget Workbook
- Find VE firms to satisfy your budget needs
- Document your purchases
 - Reference Files
 - Personal Finance Supporting Document



Department Task Processing

What are strategies you can use
to encourage students to
utilize their resources
instead of always just coming to you?





Annual Report

MONTH #9



The Annual Report

Fiscal Year Reflection

- Report on the firm's operations over the Fiscal Year
- What did you say you were going to do in your Business Plan?
- What actually happened?
- Explain the differences.
 - Why were you successful?
 - Why weren't you successful?
 - What did you learn from the experience?

Firm Financial Statements

- Income Statement
- Balance Sheet
- Cash Flow Statement



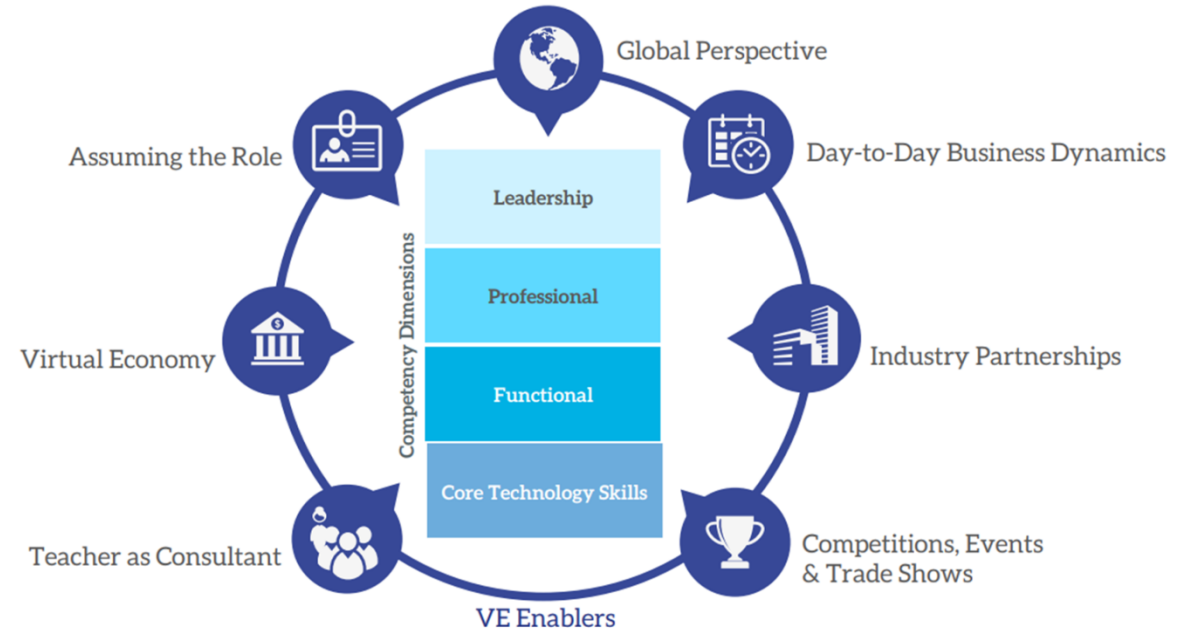


Additional VE Program Considerations

Student Assessment

Portal / Teacher Tools / Assessment

- VE Pre-Post Test
- NOCTI Test Code 7975
- Student Portfolios



Other Curriculum

Portal / Other Curriculum

- Economics
 - Council for Economic Education Materials
 - Assessing the Economy
- Entrepreneurship & Business – aligned with
 - National Content Standards for Entrepreneurship Education
 - National Standards for Business Education



TELL ME

and

I forget

TEACH ME

and

I remember

INVOLVE ME

and

I learn

- Benjamin Franklin





Thank you!

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