

Project	Tangibles	Notes	Time
Empowered Foundational Values	Introduce Foundational Principles with Empowered Activities - reinforce throughout semester	If you would like more information on Empowereed sign-up here it is free. https://empoweredhub.org/share/fynQBStAlru1_Sao?utm_source=manual	2 weeks
Business Achievement Awards	Assign 1st two levels encourage for the 3rd.	Assign at beginning of semester due at end of semester	Semster Project
Disc Personality Test	Student completes Personality test and then create a Podcast on their personality type. Listen to 3 - 5 and do online discussion?		1 week
Promotional Items	Promotional Ad, business cards, letter head, envelope	FBLA Publication Design?	2 weeks
Written Communications	Letters to Business Partners asking pertinent questions about business	FBLA Word Processing?	3 weeks
	Format Report, Mail Merge, Memos, table formatting		
	Memo		
	Lego Project		
Bulb Portfolio	FBLA Electronic Career Portfolio	Assign at beginning of semester due at end of semester	Semster Project
Career Research Report	Use a minimum of 5 sources	Assign seprately from Portfolio to be added later	1 week
Job Interview	Application for Employment	FBLA Job Interview	3 weeks
	Resume		
	Cover Letter		
	Prepare Written Responses to Possible Interview Questions		
	Prepare Written Questions to ask a Potential Employer		
	Interview with Business Partner		
Phone Etiquette		Ask Chamber of Commerce or Business Partners (assign to 2 students per week)	1 week
Email Etiquette		Create an email to teacher, counselor or business partner	1 week
Social Media Strategies		FBLA Social Media Strategies	2 weeks