



CAREER CLUSTER

Finance

CAREER PATHWAY

Corporate Finance

INSTRUCTIONAL AREA

Professional Development

BUSINESS FINANCE SERIES EVENT

PARTICIPANT INSTRUCTIONS

- The event will be presented to you through your reading of the 21st Century Skills, Performance Indicators and Event Situation. You will have up to 10 minutes to review this information and prepare your presentation. You may make notes to use during your presentation.
- You will have up to 10 minutes to make your presentation to the judge (you may have more than one judge).
- You will be evaluated on how well you meet the performance indicators of this event.
- Turn in all of your notes and event materials when you have completed the event.

21st CENTURY SKILLS

- Critical Thinking – Reason effectively and use systems thinking.
- Problem Solving – Make judgments and decisions, and solve problems.
- Communication – Communicate clearly.
- Creativity and Innovation – Show evidence of creativity.

PERFORMANCE INDICATORS

1. Explain professional designations in the field of business finance.
2. Ascertain employee's role in meeting organizational goals.
3. Utilize resources that can contribute to professional development.
4. Discuss opportunities for building professional relationships in finance.
5. Explain the role and responsibilities of financial management personnel.

EVENT SITUATION

You are to assume the role of the newly hired director of finance for COBALT CONSTRUCTION. The CEO (judge) brought you on board to not only help rebuild the finance department of the entire company, but also find areas of improvement to help sustain company growth. The CEO (judge) realizes the value of a well operating finance department, but needs to gain a better understanding of the roles and responsibilities of financial management personnel and has asked you to explain. Be sure to include the following topics:

- Roles and responsibilities of financial management personnel
- Opportunities for building professional relationships
- Resources available that contribute to professional development
- Various business finance professional designations and their value

You will present the information to the CEO (judge) in a role-play to take place in the CEO's (judge's) office. The CEO (judge) will begin the role-play by greeting you and asking to hear the information. After you have presented the information and have answered the CEO's (judge's) questions, the CEO (judge) will conclude the role-play by thanking you for your work.

JUDGE'S INSTRUCTIONS

DIRECTIONS, PROCEDURES AND JUDGE'S ROLE

In preparation for this event, you should review the following information with your event manager and other judges:

1. Procedures
2. 21st Century Skills and Performance Indicators
3. Event Situation
4. Judge Role-play Characterization
Participants may conduct a slightly different type of meeting and/or discussion with you each time; however, it is important that the information you provide and the questions you ask be uniform for every participant.
5. Judge's Evaluation Instructions
6. Judge's Evaluation Form
Please use a critical and consistent eye in rating each participant.

JUDGE ROLE-PLAY CHARACTERIZATION

You are to assume the role of CEO for COBALT CONSTRUCTION. You have hired a new director of finance (participant) to not only help rebuild the finance department of the entire company, but also find areas of improvement to help sustain company growth. You realize the value of a well operating finance department, but need to gain a better understanding of the roles and responsibilities of financial management personnel and have asked the new director of finance (participant) to explain. You have asked the new director of finance (participant) to include the following topics:

- Roles and responsibilities of financial management personnel
- Opportunities for building professional relationships
- Resources available that contribute to professional development
- Various business finance professional designations and their value

The participant will present information on the topics to you in a role-play to take place in your office. You will begin the role-play by greeting the participant and asking to hear about his/her ideas. After the director of finance (participant) has presented the information, you are to ask the following questions of each participant:

1. Why should COBALT CONSTRUCTION be concerned about sustaining company growth?
2. How does the finance department contribute to the overall success of COBALT

CONSTRUCTION?

3. Why is professional development important to the company's success?

Once the director of finance (participant) has answered your questions, you will conclude the meeting by thanking him/her for the work.

You are not to make any comments after the event is over except to thank the participant.

SOLUTION

Answers will vary but some suggestions are provided below.

Roles and responsibilities of financial management personnel

- Director of Finance
- Accounts Payable Manager
- Accounts Receivable Manager
- Auditor
- Controller
- Investments Manager
- Financial Analyst

Opportunities for building professional relationships

- Joining finance-related professional organizations

Resources available that contribute to professional development

- Trade journals, magazines
- Continuing education seminars, courses, online learning

Various business finance professional designations and their value

- CF – Certified Finance designation
- CFA – Certified Financial Analysis
- CPA – Certified Public Accountant
- CCM – Certified Cash Manager
- CTP – Certified Treasury Professional
- CFM – Certified Financial Manager

JUDGE'S EVALUATION INSTRUCTIONS

Evaluation Form Information

The participants are to be evaluated on their ability to perform the specific performance indicators stated on the cover sheet of this event and restated on the Judge's Evaluation Form. Although you may see other performance indicators being demonstrated by the participants, those listed in the Performance Indicators section are the critical ones you are measuring for this particular event.

Evaluation Form Interpretation

The evaluation levels listed below and the evaluation rating procedures should be discussed thoroughly with your event chairperson and the other judges to ensure complete and common understanding for judging consistency.

Level of Evaluation

Interpretation Level

Exceeds Expectations

Participant demonstrated the performance indicator in an extremely professional manner; greatly exceeds business standards; would rank in the top 10% of business personnel performing this performance indicator.

Meets Expectations

Participant demonstrated the performance indicator in an acceptable and effective manner; meets at least minimal business standards; there would be no need for additional formalized training at this time; would rank in the 70-89th percentile of business personnel performing this performance indicator.

Below Expectations

Participant demonstrated the performance indicator with limited effectiveness; performance generally fell below minimal business standards; additional training would be required to improve knowledge, attitude and/or skills; would rank in the 50-69th percentile of business personnel performing this performance indicator.

Little/No Value

Participant demonstrated the performance indicator with little or no effectiveness; a great deal of formal training would be needed immediately; perhaps this person should seek other employment; would rank in the 0-49th percentile of business personnel performing this performance indicator.



BUSINESS FINANCE SERIES, 2018

Participant: _____

JUDGE'S EVALUATION FORM
DISTRICT EVENT #2

I.D. Number: _____

INSTRUCTIONAL AREA
Professional Development

Did the participant:

Did the participant:		Little/No Value	Below Expectations	Meets Expectations	Exceeds Expectations	Judged Score
PERFORMANCE INDICATORS						
1.	Explain professional designations in the field of business finance?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
2.	Ascertain employee's role in meeting organizational goals?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
3.	Utilize resources that can contribute to professional development?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
4.	Discuss opportunities for building professional relationships in finance?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
5.	Explain the role and responsibilities of financial management personnel?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
21st CENTURY SKILLS						
6.	Reason effectively and use systems thinking?	0-1	2-3	4	5-6	
7.	Make judgments and decisions, and solve problems?	0-1	2-3	4	5-6	
8.	Communicate clearly?	0-1	2-3	4	5-6	
9.	Show evidence of creativity?	0-1	2-3	4	5-6	
10.	Overall impression and responses to the judge's questions	0-1	2-3	4	5-6	
TOTAL SCORE						