**Making the Stage**

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| Acronym | Defined | What Does That Mean | Example |
| I | Introduction | GNAP – a good first impression | Hello, my name is Abigail Clark. I am the assistant manager at Orange’s and I am here to share the promotional campaign with you. Add some small talk. |
| C | Competencies – now called Performance Indicators | Make sure to cover all during role play – what is it asking you to do. | If the role play says you need to handle a difficult customer then do that. If it has competencies or performance indicators on the front page be sure to include them in your presentation. For example,” Mr. Atchinson you asked that I develop a proposal on how to more effective train employees. I would like to share that play with you today.” |
| B | Budget | Use scrap paper to make a sample budget and other handouts, as appropriate | Bring visuals with you-draw them/build them there. Have a budget even if it is very rough. Businesspeople are constantly making decisions based on budgets. Be as realistic as possible. For example, “Mr. Atchinson, I have developed a draft budget for the employee training. As you can see the total cost for employee training over the next six months will be $23,000. The details include…….” |
| E | Effectiveness | Develop a way to evaluate the idea—survey, track sales increases | Always share how you will know if your ideas worked. “Mr. Atchinson, I have worked with our research department and developed a Survey Monkey that we will use monthly to obtain feedback from our employees and be able to measure the effectiveness of the training.” |
| T | Timeline | Sketch out a timeline of your plan by week, month, year | Make sure you have a timeline for when you will handle things – even if it is just an employee complaint. “Mr. Atchinson I have a copy of the timeline for employee training. As you can see…..” |
| C | Close | After questions summarize then make sure to close | Judges are constantly telling us that students don’t have a closer – they often awkwardly thank the judge and walk away after questions. Always leave the judge with a great impression. “Mr. Atchinson, since you have no more questions I would like to schedule a follow-up meeting for later this week to finalize the training. My goal is to start employee training in two weeks. Does that work for you?” |

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| G | Greeting | Be professional in your greeting. | Use hello, good morning, good afternoon, good evening. |
| N | Name | Use your full name | My name is Connor Ranshaw |
| A | Affiliation | What company, school, organization are you affiliated with | I am the assistant manager of Orange’s. I am the CTSO officer for Arlington High School |
| P | Purpose | Why are you calling, meeting with me, interviewing, presenting? | I want to thank you for asking me to create an employee training plan. |