



**CAREER CLUSTER**  
Finance

**INSTRUCTIONAL AREA**  
Professional Development

## **PRINCIPLES OF FINANCE EVENT**

### **PARTICIPANT INSTRUCTIONS**

#### **PROCEDURES**

1. The event will be presented to you through your reading of these instructions, including the Performance Indicators and Event Situation. You will have up to 10 minutes to review this information to determine how you will handle the role-play situation and demonstrate the performance indicators of this event. During the preparation period, you may make notes to use during the role-play situation.
2. You will have up to 10 minutes to role-play your situation with a judge (you may have more than one judge).
3. You will be evaluated on how well you meet the performance indicators of this event.
4. Turn in all your notes and event materials when you have completed the role-play.

#### **PERFORMANCE INDICATORS**

1. Use time-management skills
2. Explain the need for ongoing education as a worker
3. Identify skills needed to enhance career progression
4. Utilize resources that can contribute to professional development (e.g., trade journals/periodicals, professional/trade associations, classes/seminars, trade shows, and mentors)

## **BUSINESS SITUATION**

You are to assume the role of a BRANCH MANAGER with DECA NATIONAL CREDIT UNION, a local credit union that has been in business for over 50 years. You are interested in creating an internship position for a high school work-based learning student and are meeting with the Human Resources Manager, Mr./Ms. Whalen (judge), to discuss what qualities/skills should be looked for when hiring this person. The meeting will also be used to identify potential professional development and career progressions for employees at DECA National Credit Union. You have been asked to address each of the following areas:

- What type of skill sets are important for our employees to possess or learn in order for them to continue to move up within our company?
- What types of resources can our company utilize in offering professional development to our employees?
- Why is time management important and what techniques can be used by our employees to improve their time management skills?
- Why is it important for every worker to continue their education in some form?
- How will the internship help your branch?

Following your explanation, Mr./Ms. Whalen will ask you to respond to additional questions. The meeting will take place in the Human Resource Manager's office. Mr./Ms. Whalen begin the meeting by greeting you and asking to hear your ideas regarding the internship position. After you have shared your thoughts and have answered the Human Resource Manager's questions, they will conclude the meeting by thanking you for your time.

## **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. Performance Indicators
3. Interview Situation
4. Judge Situation 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 SITUATION CHARACTERIZATION**

You are to assume the role of the HUMAN RESOURCES MANAGER, MR./MS. WHALEN, at DECA NATIONAL CREDIT UNION. The student will assume the role of a branch manager with DECA National Credit Union, a local credit union that has been in business for over 50 years. They are interested in creating an internship for a high school work-based learning student and are meeting with you to discuss what qualities/skills should be looked for when hiring this person. The meeting will also be used to identify potential professional development and career progressions for employees at DECA National Credit Union. You have asked the branch manager to address each of the following areas.

- What type of skill sets are important for our employees to possess or learn in order for them to continue to move up within our company?
- What types of resources can our company utilize in offering professional development to our employees?
- Why is time management important and what techniques can be used by our employees to improve their time management skills?
- Why is it important for every worker to continue their education in some form?
- How will the internship help your branch?

Following the branch manager's explanation, you will ask the student to respond to additional questions. The meeting will take place in the human resource manager's office. You will begin the meeting by greeting the student and asking to hear their ideas regarding the internship position. After they have shared their thoughts and have answered your questions, you will conclude the meeting by thanking the student for their time.

During the course of the role-play you are to ask the following questions of each participant:

1. Is it important for us to differentiate our professional development for our baby boomer (born between 1946 and 1964) employees versus our millennial (born between 1976 and 1994) employees?
  - a. *Possible Solutions: Answers will vary but potential answers may be along the following lines.*
    - i. *Yes, millennial employees may be more in tuned to delivery of information via electronic formats while our baby boomer employees would be more receptive to hands on or personal presentations.*
    - ii. *Yes, everyone learns differently. So, it is important for us to offer the professional development in a variety of formats in order to reach the largest cross section of our employees.*
2. What types of information would be most beneficial for our employee professional development?
  - a. *Possible Solutions: Answers will vary but potential answers may be along the following lines.*
    - i. *Updates/refresher courses in technology, financial trends, and communication skills would all be beneficial for DECA National Credit Union employees.*

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

## 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.

### Performance Indicator Information

- 1. Use time-management skills:** Students may address this area by discussing such things as making to-do lists, setting personal and professional goals, prioritizing tasks, etc.
- 2. Explain the need for ongoing education as a worker:** Students may discuss the fact that things like technology, business trends, financial trends, etc. continually change and it's important to stay fresh and ahead of those changes.
- 3. Identify skills needed to enhance career progression:** Students may address this area by talking about the need for any or all of the following. Communication skills, time management skills, technology skills, human relations skills, etc.
- 4. Utilize resources that can contribute to professional development (e.g., trade journals/periodicals, professional/trade associations, classes/seminars, trade shows, and mentors):** Students should address this area when answering bullet number two in the case study. They may touch on the fact that there are a variety of ways to offer professional development opportunities to employees.



**PRINCIPLES OF FINANCE, 2018**

Participant: \_\_\_\_\_

**JUDGE'S EVALUATION FORM**  
DISTRICT EVENT

I.D. Number: \_\_\_\_\_

**INSTRUCTIONAL AREA:**  
Professional Development

Did the participant:

		Below Expectations	Meets Expectations	Exceeds Expectations	Judged Score
<b>PERFORMANCE INDICATORS</b>					
1.	Use time-management skills	14-15	16-17	18	
2.	Explain the need for ongoing education as a worker	14-15	16-17	18	
3.	Identify skills needed to enhance career progression	14-15	16-17	18	
4.	Utilize resources that can contribute to professional development (e.g., trade journals/periodicals, professional/trade associations, classes/seminars, trade shows, and mentors)	14-15	16-17	18	
<b>21<sup>st</sup> CENTURY SKILLS</b>					
5.	Reason effectively and use systems thinking?	4	5-6	7	
6.	Communicate clearly?	4	5-6	7	
7.	Show evidence of creativity?	4	5-6	7	
8.	Overall impression and responses to the judge's questions	4	5-6	7	
<b>TOTAL SCORE</b>					

**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