

# Resources Available by Department

*All resources can be found on the JA Canada Resource Portal*

In the planning stages of your business, you are encouraged to view these resources with your department as they may assist you with your tasks.

President	Finance	HR	Marketing	Sales	Technology	Production
<ul style="list-style-type: none"> <li>Tech Tools for JA Company Program</li> <li>Sample Meeting Agenda-Interim Status Meeting*</li> <li>Sample Meeting Agenda-Final Status Meeting*</li> <li>Liquidation and Concluding Guidelines*</li> </ul>	<ul style="list-style-type: none"> <li>Record keeping Tool (excel)*</li> <li>Capitalization Exercise*</li> <li>Bad Debt</li> <li>Liquidating and Concluding Guidelines*</li> </ul>	<ul style="list-style-type: none"> <li>Record keeping Tool (excel)*</li> <li>Ideas for Boosting Morale</li> <li>Team Builders and Ice-Breakers</li> <li>Student and Volunteer Recognition</li> <li>Liquidation and Concluding Guidelines*</li> </ul>	<ul style="list-style-type: none"> <li>JA Brand Guidelines*</li> <li>Free Marketing Tools</li> <li>4Ps of Marketing</li> <li>Editorial Calendar Template</li> <li>Marketing Plan Template</li> <li>Humancentric Marketing PPT</li> <li>Packaging Design Inspiration PPT</li> </ul>	<ul style="list-style-type: none"> <li>Record keeping Tool (excel)*</li> <li>Sales and Media Guidelines*</li> <li>Pre-Sales Training</li> <li>Effective Training PPT</li> <li>Marketing Plan Template</li> <li>Sales Cycle</li> <li>Liquidating and Concluding Guidelines*</li> </ul>	<ul style="list-style-type: none"> <li>Tech Tools for JA Company Program</li> <li>Effective Training PPT</li> </ul>	<ul style="list-style-type: none"> <li>Record keeping Tool (excel)*</li> <li>Production Cycle</li> <li>Quality Control</li> <li>Effective Training PPT</li> <li>Liquidation and Concluding Guidelines*</li> </ul>

Health and Safety and Environment	Corporate Social Responsibility
<ul style="list-style-type: none"> <li>Health and Safety Inspection</li> </ul>	<ul style="list-style-type: none"> <li>Corporate Social Responsibility PPT</li> <li>Triple Bottom Line PPT</li> <li>Liquidation and Concluding Guidelines*</li> </ul>

\* denotes important documents that MUST be used or reviewed by the department.