

## Prepare for Your Internship

### Coaching Guide

**Session Date:** Friday June 3, 2022

*Morning Program Coaches - 9:45am-12:00pm*

*Afternoon Program Coaches - 2:45pm-5:00pm*

**Goals/Objectives:**

- UpTurns complete their preparation for their internship
- UpTurns learn about goal setting & set at least one goal for the summer
- UpTurns discuss how to manage multiple priorities to ensure a successful internship and program completion

**Training Topics Prior to Coaches:**

- Goal Setting for the Summer
- Work-Life Balance and Managing Multiple Priorities

*Advice from coaches starts at 9:45am (morning group)/2:45pm (afternoon group).*

*Please ensure a couple of minutes to connect to the Zoom meeting so that we can let all coaches in from the waiting room at 9:45am/2:45pm.*

**Coach Advice on Your Internship & Setting Goals (15 minutes)**

9:45-10:00AM; 2:45-3:00PM

Explain your best practices for setting intentional goals & managing multiple priorities. Please answer one of the following questions:

- What goals did you set for yourself early in your career? What goals did you wish you set for yourself?
- How have you maintained work-life balance?
- How did you set priorities early in your career?

**One on One Coach & UpTurn (25 minutes for each/2 hours total)**

10:00-11:55AM; 3:00-4:55PM

Each coach will have 1:1 time with their UpTurn to start getting to know each other. These will happen in 25 minute segments and rotate to get time with each of their UpTurns following the schedule below.

- 25 min Program Coach & UpTurn #1
- 5 min Transition
- 25 min Program Coach & UpTurn #2
- 5 min Transition
- 25 min Program Coach & UpTurn #3
- 5 min Transition
- 25 min Program Coach & UpTurn #4

During one-on-one time, here are some recommended talking points and questions to go through. However, the UpTurn's specific needs should be prioritized during this time.

- Have the UpTurn go over their internship and see how they have prepared for their first day including researching the company, knowing how to get to and from their location (if in person), research on their supervisor, understanding of their position, etc. There is an internship readiness checklist that has been provided to the UpTurn
- Discuss your career path and have the UpTurn discuss their ideal career path.
- Discuss with the UpTurns what they want to get out of this summer, what are they most excited about and nervous about for their internship/project?
- Help the UpTurn set a SMART goal for the summer or discuss one they have already developed.

**Mini-Session Topics:**

How to Succeed Professionally by Managing Up  
Internship Readiness Preparation  
TKI Assessment  
Workplace Communication