

# Program Coach Overview

Provide UpTurns with professional development training as they gain career experience with a competitive paid internship.

## Summer Flagship Program

May - August 2022

As a Program Coach, you will work with UpTurns one-on-one and in small groups. Lend insights on the topics of workplace dynamics, project management, job applications, and more.

### Program Coach Responsibilities

- Attend orientation & trainings to prepare for working with UpTurns including Unconscious Bias Training
- Review all curriculum and training materials provided by UpTurnships & work together with fellow coaches on best practices to support UpTurns
- Attend every training session or notify UpTurnships when a substitute is needed

### Working with UpTurns

- Meet the student where they are as they find their voice and build confidence.
- Coach UpTurns to build/practice their skills on networking, professional communication, resumes, interviews and more!
- Create a positive and supportive relationship with the UpTurn and hold them accountable to their goals

**For questions or additional information, contact:**

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In the UpTurnships Summer Program, UpTurns will receive career development training, expand their professional network, work with a professional coach one on one, gain relevant experience in a meaningful paid internship, and build a community of peers.

## May

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## June





	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## July

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## August

31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- Orientation will be held in May before the start of training
    - Unconscious Bias Training - May 11th 10-11am
    - Coach Orientation: May 17 12-1pm OR May 19 5-6pm
  - Additional Coach Training hosted throughout the summer between 5-6pm
  - UpTurn Training Days will be hosted in cohorts in the morning (between 10am-12pm) or afternoon (between 3pm-5pm)
  - June 1st, July 8th and August 12th will be in-person at Augsburg University, the other training days will be on zoom
-  = Coach Training
  -  = UpTurnships Training Day
  -  = Internship Day
  -  = Federal Holidays