

CIP Training & Development Course
Monthly Assignments Breakdown
2020-21 School Year

September/October: Organization Research/Establishing Norms

Week 1: Sept. 28-October 1

- Meet with your supervisor and fill out the Meeting with Your Supervisor Worksheet
- Journal Entry: How was your first meeting with your supervisor? First impressions? Do you think you'll need help from your Relationship Manager to communicate with your supervisor every month or would you rather start on your own?

Week 2: Oct. 5-8

- <https://www.indeed.com/career-advice/career-development/how-to-write-a-professional-email>
- <https://www.youtube.com/watch?v=zArN4VffMw4>
- Send an email to your RM. Email must include: subject line, greeting, goal/request, follow-up (if needed), email closing, and signature.
- The body of the email should be a paragraph about what a professional email should include and why each part is important.

Week 3: Oct. 12-15 (No Monday)

- Email your supervisor to ask for the company's organizational chart.
- Journal Entry: Are there any departments that you would like to learn more about? If so, why do they interest you? If not, tell us what your career interests are. List two departments that you'd either like to learn more about or departments that you're unsure what they do. Discuss these departments with your supervisor in your next Zoom.

Week 4: October 19-22 (No Thursday)

- Type in your company's name on Google and click through the news, images, and articles that come up. Make a list of your findings. If you were the CEO, would you be satisfied with your company's internet presence or would you want a different result? What other information did you find on your company?

Week 5: October 26-29

- Zhane Chase: <https://www.youtube.com/watch?v=QPcsbQLGSSs>
- Calvin Smith: <https://www.youtube.com/watch?v=m3tqUPWCvI0>
- How would you define an internship? What is the purpose of an internship? Looking at the stories of CRJ alumni Zhane and Calvin, what are the benefits of having an internship?
- Journal Entry: How does being a part of the Corporate Internship Program help you to stand out

among other high school students? What will you do to take advantage of this opportunity?

Project:

- Presentation - Company name and basic info (industry, location, founding year, etc.); supervisor name, title, department, and responsibilities; organizational chart
 - If you're new to this internship you must include an About me section. Should include: name, grade, previous jobs/internships, personality, type of learner/communicator, what you hope to gain from this internship
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November: Communication Skills

Week 1: Nov. 2-5

- https://www.youtube.com/watch?v=A_eG1md3YuY
- Journal Entry: How is communicating virtually different from face-to-face communication? What do you think will be the easiest thing about communicating online for you? What do you think will be the most difficult part about communicating online for you?

Week 2: Nov. 9–12

- Read: <https://www.smartbrief.com/original/2020/06/importance-nonverbal-communication-virtual-meetings>
- Journal Entry: How can you improve your non-verbal communication in your next meeting with your supervisor or Relationship Manager? Can this be helpful in a classroom setting as well? Why is it important to show that you're listening even when we're not in the same room?

Week 3: Nov. 16-19

- Communication Styles: <https://visme.co/blog/the-4-communication-styles-quiz/>
- Learning Styles: <http://www.educationplanner.org/students/self-assessments/learning-styles-quiz.shtml>
- Journal Entry: What is your communication style? What is your learning style? Now that you know this, how can this help you communicate more effectively or help you study more efficiently?
- If you're struggling in a specific class, reach out to your teacher. Let them know what your learning style is and ask if they can incorporate this into your next coach class session or even during regular class time. Have your RM look over the email before you send it if you'd like.

Week 4: Nov. 23-26 (No Wed or Thurs)

- Self-Improvement Survey

AES Courses: Business Communication, Email and Electronic Calendars, Written Communication

Project: What Not to do?

- Now that we know the right way to communicate, make a video of yourself explaining how not to

communicate effectively in a professional setting. Include body language examples as well as written examples. You can include family members as well if you need help giving examples of poor body language.

December: Computer Skills

Week 1: Nov 30-Dec 3

- Microsoft Excel Certification Courses

Week 2: Dec. 7-10

- Microsoft Excel Certification Courses

Week 3: Dec. 14-17 (No Wed or Thurs)

- Microsoft Excel Certification Courses

Weeks 4 & 5: Christmas Break (No School)

AES Courses: Microsoft Office Courses

No Project

January: Time & Task Management

Week 1: Jan 4-7

- Write down a list of responsibilities for the next week for school, CIP, extracurricular activities, chores at home, or any other areas of your life. Determine the best way to keep track of all assignments (calendars, to-do lists, phone reminders, agenda)
- Journal Entry: Did you make a New Year's Resolution? If so, what was it and how can you help yourself stick with it? If not, what are some goals you would like to set for this year?

Week 2: Jan 11-14

- Goal Setting: SMART Goals - Create a Goal outline for 2 short-term and 2 long-term goals
- Journal Entry: How well did you stick to your calendar or to-do list? Should you change how you keep track of your assignments? If so, what method may help you improve? If not, why do you think your method worked for you?

Week 3: Jan 18-21 (No Mon or Thurs)

- Learning how to break your assignments and projects down into deliverables.
- For projects that are due for the year, map out when you can start each one for each class. Create an Excel spreadsheet that gives specific dates and deliverables in order to get your project completed on

time or even ahead of schedule.

Week 4: Jan. 25-28

- Go one school day without using your phone (between 8am-3pm). Be sure to alert your family members and friends about this task so that they are not worried.
- Journal Entry: How did you feel not using your phone? Did you feel more or less productive?

Project:

- Track what you do on a day to day basis for at least 5 days straight. Create a visual of how much time you spent doing each activity. (Include time with family, class time, homework, leisure/social time, sleep, etc.)
 - Reflection: Do you feel good about the amount of time you spent on each activity? What can you do to make sure you're spending your time wisely?
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February: Building Your Brand – Social Media

Week 1: Feb. 1-4

- Go through your social media pages (privately) and make a list of what may be on your page that an employer would approve of and would not approve of.
- Read - C.R.A.F.T. an Effective Social Media Presence:
<http://www.learnearnretire.com/articles/5-ways-students-can-c.r.a.f.t-an-effective-social-media-presence>
- Journal Entry: Define the type of social media presence you would like to have. Write three ways you can move towards a more professional social media presence. How can you use social media to your advantage?

Week 2: Feb. 8-11

- Choose 2 of your favorite celebrities, influencers, or role models that you follow on social media.
- What kind of content do you see these celebrities posting? Can you find posts that may seem offensive to others or are their posts more relatable?
- How I Lost My D1 Scholarship: <https://www.youtube.com/watch?v=iZ8GM9LQLu4#action=share>
- High Schoolers Expelled:
<https://www.wvlp.com/news/georgia-high-schoolers-expelled-for-racist-viral-video-on-social-media/>
- Journal Entry: What is your reaction to Shedrick McCall's story? Think of the young people who have lost scholarships and jobs due to their remarks in response to Black Lives Matter stances and protests. Do you think it's fair to be expelled or lose a job or scholarship based on what you post on social media? Why or why not? What is appropriate to post on social media and what should you stay away from?

Week 3: Feb. 15-18 (No Mon)

- Based on what you've learned about professional social media profiles, create a professional LinkedIn Account
- Meet with your supervisor to ask if they are comfortable sharing their social media with you. If they aren't comfortable, choose a profile together that you believe is a professional social media page. Discuss what types of posts they have that makes it professional. Ask your supervisor what type of content they post and if they have ever seen the effects that social media can have on a person's professional life.

Week 4: Feb. 22-25

- Accountability - In building your brand, reflect on what you've learned this month about how social media can help or hinder your success. How can you hold yourself accountable in order to build a professional brand?

Project:

- How to Create an Elevator Pitch: https://www.youtube.com/watch?v=Lb0Yz_5ZYzI
 - Imagine that an executive at your dream job is on the elevator with you. Create an elevator pitch of 30 seconds or less to sell yourself in order to get your dream job. The pitch should be as close to reality as possible. Because you may not have as much experience for your dream job, you can embellish your experience a little to make it more believable.
 - Record your elevator pitch and submit it. Your attire should be professional, and your pitch should include each of the 6 aspects from the video.
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March: Leadership Skills

Week 1: Mar. 1-4

- What Makes for an Effective Leader?
<https://managementhelp.org/leadership/development/leader.htm>
- Top 10 Values Worksheet
- Schedule a meeting with your supervisor. Ask how they achieve these traits of being a leader. Ask if they struggle with being a leader in any way.

Week 2: Mar. 8-11

- Research a great leader from our century and answer a few questions about their leadership.
 - What makes them a leader?
 - Who follows or looks up to them?
 - What qualities do they have that makes their leadership effective?
 - What leadership traits do they have in common with you?

Week 3: Mar. 15-18

- Conflict Management:
<https://www.assignmentpoint.com/business/management/assignment-on-conflict-management-with-real-life-example.html>
- What are the five types of conflict? Come up with an example of each type of conflict that might arise in the workplace between co-workers, team members and their supervisors, or an employee and a customer. How should you respond in these situations? Would you respond in this situation the same way you would with a family member or friend? Why or why not?
- Journal Entry: How does conflict management relate to leadership skills? Which conflict management strategy do you normally use when conflicts arise based on the article? How would you like to respond in the future?

Week 4: Mar. 22-25 (No Thurs)

- Leadership Self Assessment Questionnaire: <http://www.nwlink.com/~donclark/leader/survlead.html>
- Reflection: SWOT Exercise - What are your strengths, weaknesses, opportunities, and threats?

Week 5: Spring Break (No School)

NO PROJECT

April: Resume Building & Interviews

Week 1: April 1-2 - Spring Break (No School)

Week 2: April 5-8 (No Mon)

- Review and edit your resume. Ask if you can include your supervisor(s) and Relationship Manager as references.
- Journal Entry: What are some things you would like to add to your resume? (Dream jobs, skills, experience, certifications, schools, etc.)

Week 3: April 12-15

- Compile a list of interview questions for at least 2 people at your internship besides your supervisor(s). Have your supervisor or RM review your questions and approve them.
- <https://www.thebalancecareers.com/top-interview-questions-and-best-answers-2061225>
- Answer the top 10 questions that interviewers ask to the best of your ability. Answer as if you are applying for an entry-level position in the field of your interest.

Week 4: April 19-22 (Kairos)

- Reach out to the people you want to interview and set up the time for the following week (include your supervisor if you'd feel more comfortable having them present)

- Journal Entry: Are you ready for the interviews next week? How can your RM or supervisor help you feel more prepared for the interview?

Week 5: April 26-29

- Conduct interviews
- Interview Reflection: How did you choose the people who you would interview? How well do you think your interviews went? What did you do well? What could you have done differently? What new information did you learn?
- Send Interview Follow-up (thank you email)

Project: Peer Resume Editing

- Pair up with another student in your Relationship Manager's student group in the same grade. (Can be assigned during the group call)
 - Edit each other's resumes. Give feedback and constructive criticism on the format/layout, grammar, and content. Provide the feedback back to your partner and discuss how to improve your resumes.
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May: Workplace Financial Literacy

Week 1: May 3-6

- Meet with someone from the Human Resources Department to discuss financial benefits
- Read articles on Financial Literacy
- Journal Entry: What are some of your financial goals? What are some steps that you can take now in order to get where you need to be?

Week 2: May 10-13

- Spending Habits
- Weekly & Monthly Budgeting
- Read articles on Budgeting Resources

Week 3: May 17-20 (Last Day for Seniors)

- The Importance of Saving
- Journal Entry: Make a list of things that you can begin to save for now rather than waiting until you're older. What is the average cost of the things you can save for?

Week 4: May 24-27

- <http://playspent.org/>

Week 5: May 31 – Memorial Day (No Mon)

Project: Career Path Planning (Revisiting S.M.A.R.T. Goals)

- Financially, where do you see yourself in five years? Ten years?
 - What's next for you after high school?
 - What is your dream job/career?
 - Research and record the salary and requirements of the job/career you hope to obtain.
 - What are some obstacles that you'll need to overcome in order to get this dream job/career? How might you overcome them?
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June: Internship Experience Recap

Week 1:

- Update resume with any new skills or work experience you've gained
- Exit Interview with Supervisor

Project:

- Business Pitch - Sell us on your CIP Experience this year. The pitch should include:
 - Information about your company
 - What did you enjoy about your experience?
 - What was your virtual CIP experience like?
 - What did you learn this year or which professional development theme did you learn the most from?
 - Have you grown at all professionally?
 - Also include:
 - How was the transition back into the workplace?
 - What areas do you hope to continue to work on?
 - Would you like to continue with this internship next year or try something new (why/why not?)
 - Feedback for the CIP Team

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