Cristo Rey
JESUIT HIGH SCHOOL

Corporate Internship Program
Training & Development Course Schedule
2020-21 School Year

Month	Topic	Assignments & Projects
October	Organization Research/ Establishing Virtual Norms	- Meeting with Supervisor - Writing a Professional Email - Company Organizational Chart - Career Interests - Defining an Internship - Initial Presentation
November	Communication Skills	- How to Communicate Effectively in a Virtual World - Non-verbal Communication & Zoom Etiquette - Communication & Learning Styles - Self-Improvement Survey - What Not to Do?
December	Computer Skills	- Microsoft Excel & Word Fundamentals
January	Time & Task Management	- Organizing & Prioritizing Responsibilities - S.M.A.R.T. Goal Setting - Breaking Down Assignments & Projects into Deliverables - Off the Grid Exercise - Productivity Tracker
February	Building Your Brand - Social Media	- Effective Social Media Presence - Effects of Social Media Misuse - Celebrity/Influencer Brand Examination - Creating a Professional LinkedIn Account - Brand Accountability - Elevator Pitches
March	Leadership Skills	- What Makes for an Effective Leader? - Leadership Research & Observation - Conflict Management - Leadership Self-Assessment Questionnaire & S.W.O.T. Exercise
April	Resume Building & Interviews	- Review and Edit Resume - Interview Questions & Answers - Internal Interview Prep, Completion, & Follow-Up - Peer Resume Editing
May	Workplace Financial Literacy	- Meeting with Human Resources Rep - Employee Benefits - Weekly & Monthly Budgeting - Spending Journal - Spent - Career Path Planning
June	Internship Experience Recap	- Update Resume - Exit Interview - Business Pitch & CIP Feedback Presentation

*Students will complete Microsoft Excel Courses each workday to be prepared for the Microsoft Certification Exam at the end of the school year