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INTERN WORKBOOK



THIS WAY AHEAD

CONGRATS, INTERN!

This 10-week adventure is going to open doors to all kinds of new opportunities and experiences. So work hard, learn as much as you can, and enjoy the ride.

This workbook will guide you through your internship. It includes an outline of the topics to be covered during your internship and blank pages where you can write down your goals, questions, and reflections along the way. You'll have three guides to help you navigate: a manager, a coach, and a Big Sib.

The chart on the right describes these three people and their roles. Write the name and contact information for each of your guides in the space under their role description.

INTERN MANAGER

Main point of contact at your store. S/he will lead your coaching sessions and provide regular feedback to help you grow your skills.

Name:

Email and Phone Number:

If my Intern Manager is not available, I should contact this leader in my store:

Name:

Email and Phone Number:

NONPROFIT JOB COACH

Person you worked with during your pre-internship job training. S/he will continue to support you during your internship.

Name:

Email and Phone Number:

BIG SIB

Experienced associate at your store. S/he will be a peer who will serve as your go-to person for day-to-day questions.

Name:

Email and Phone Number:

MY INTERNSHIP CHECKLIST

Here's a list of activities you should plan to complete during your internship. Once you have completed a task, check it off your list! If you aren't sure what the task means, talk to your Intern Manager.

To keep yourself on track, fill in the dates of each week, starting with the Sunday your internship starts.

WEEK 1

 Date _____

- New Employee Orientation
- Meet your Big Sib
- Create goals for your internship with your Intern Manager (see page 6)
- Check-in with Job Coach
- Write down your weekly reflections (see page 10)

WEEK 2

 Date _____

- Coaching session on **Career Path** with your Intern Manager (prepare questions on page 7)
- Write down your weekly reflections (see page 10)
- Check-in with Job Coach

WEEK 3

 Date _____

- Check-in with Intern Manager
- Check-in with Job Coach
- Connect with your Big Sib
- Write down your weekly reflections (see page 11)

WEEK 4

 Date _____

- Check-in with Intern Manager
- Write down your weekly reflections (see page 11)
- Check-in with Job Coach

WEEK 5

 Date _____

- Coaching session on **Store Goals** with your Intern Manager (prepare questions on page 7)
- Check-in with Job Coach
- Connect with your Big Sib
- Write down your weekly reflections (see page 12)

WEEK 6

 Date _____

- Check-in with Intern Manager
- Write down your weekly reflections (see page 12)
- Check-in with Job Coach

WEEK 7

 Date _____

- Coaching session on **Leadership + Teamwork** with your Intern Manager (prepare questions on page 8)
- Check-in with Job Coach
- Connect with your Big Sib
- Write down your weekly reflections (see page 13)

CAREER PATH

Use this page to draft 2-3 questions for your week 2 coaching session with your Intern Manager.

STORE GOALS

Use this page to draft 2-3 questions for your week 5 coaching session with your Intern Manager.

LEADERSHIP + TEAMWORK

Use this page to draft 2-3 questions for your week 7 coaching session with your Intern Manager.

MOVING ON UP

Use this page to draft 2-3 questions for your week 9 coaching session with your Intern Manager.

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