



SHIRLEY

WHAT A COMPANY CAN DO TO MAXIMIZE AN INTERN?

A manual for the company

“A mentor is someone who allows you
to see the hope inside yourself.”

OPRAH WINFREY



NEED SOME SUGGESTIONS?

What a company can do?

- Make the intern feel welcomed
- Be prepared
- Provide meaningful tasks & valuable opportunities
- Be patient
- Be a positive role model

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**"MENTORING IS A BRAIN TO
PICK, AN EAR TO LISTEN, AND A
PUSH IN THE RIGHT DIRECTION."**

JOHN CROSBY



Make Intern Feel Welcomed

The start of an internship could be overwhelming. The internship with your company might be his or her first job ever, they might be nervous because they are joining a new company. Hence, make your intern feel welcomed can eliminate their tension and give them a sense of belonging.

Invite them out to lunch, introduce them to everyone around the office, take them for a tour of the office, or give them an overview of the organization and the department could make them psychologically console. This would be a great starting point and give them time to learn about career goals and make them feel comfortable before the real work begins.

**MY MENTOR SAID
‘LET’S GO DO IT’**

NOT ‘YOU GO DO IT’

**HOW POWERFUL
WHEN SOMEONE
SAYS,**

‘LET’S!’

JIM ROHN






Be Prepared

Before the intern starts their journey at your company, the first and foremost thing to do is to plan ahead and be prepared. For instance, the main duties to work on, the duration of the internship, the job descriptions and responsibilities, and even the work plan that outlines the objectives and schedules for each week.

As an internship host company, you could also ask the intern, what specifically she or he wants to learn or to do. This will enable that you are providing with valuable experience and the interns are using their time efficiently. As mentioned above, the work plan will also give you a guide to lead the entire internship program on the right track.





“ What I think the
mentor gets is the great
satisfaction of helping
somebody along, helping
somebody take advantage
of an opportunity that
maybe he or she did not
have. ”

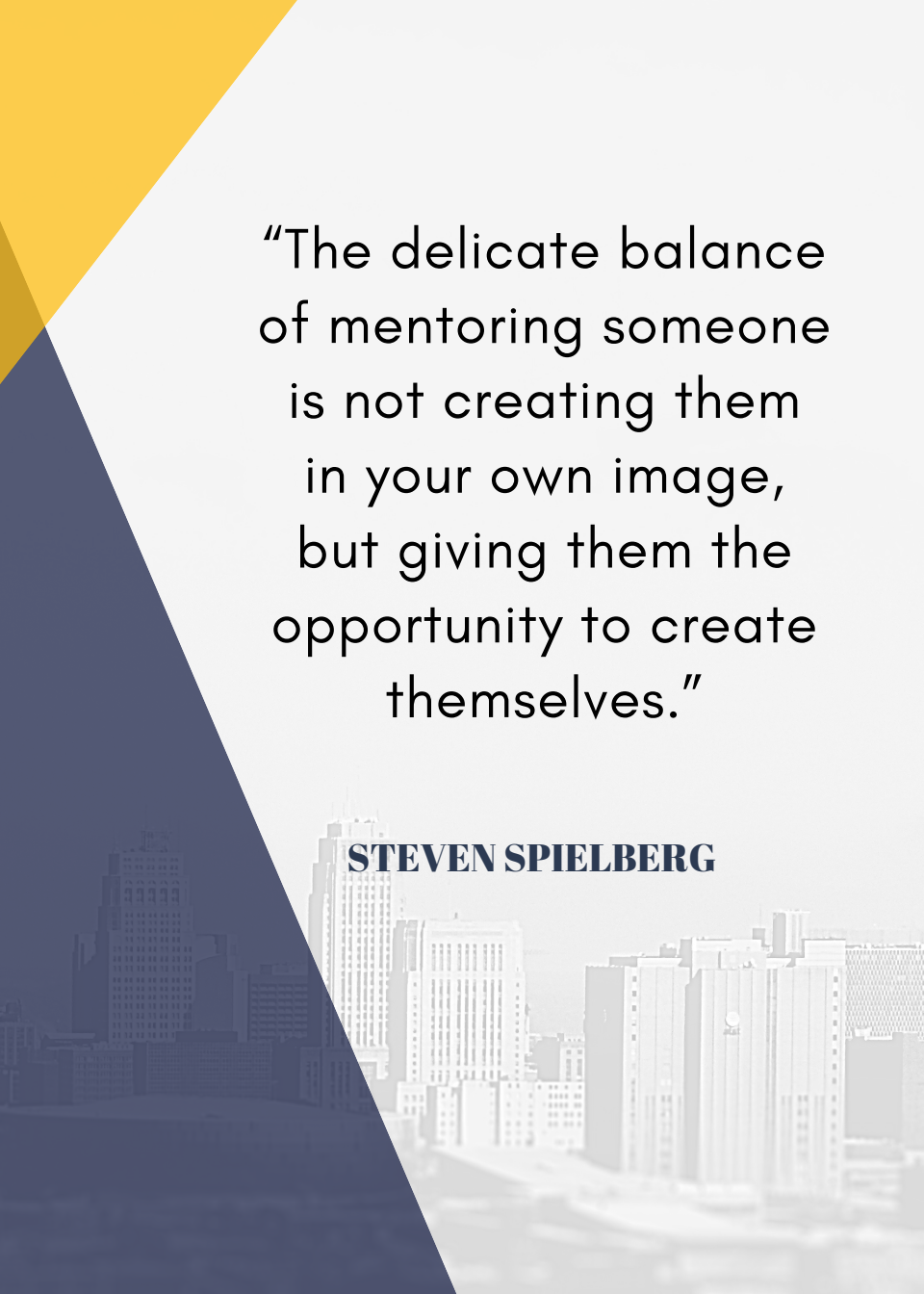
CLINT EASTWOOD



Provide Meaningful Tasks & Valuable Opportunities

Repetitive tasks, administration works, and daily errands might be a part of the internship, but meaningful tasks and valuable opportunities can help your intern grow faster, learn deeper and have a wider vision.

As mentioned before, the internship mentor could ask your intern for their interests and goals. Once you understand them well, you could assign tasks that relate to their interests and career goals. A good mentor will accept the mentee and leading and bring out their talents.



“The delicate balance
of mentoring someone
is not creating them
in your own image,
but giving them the
opportunity to create
themselves.”

STEVEN SPIELBERG

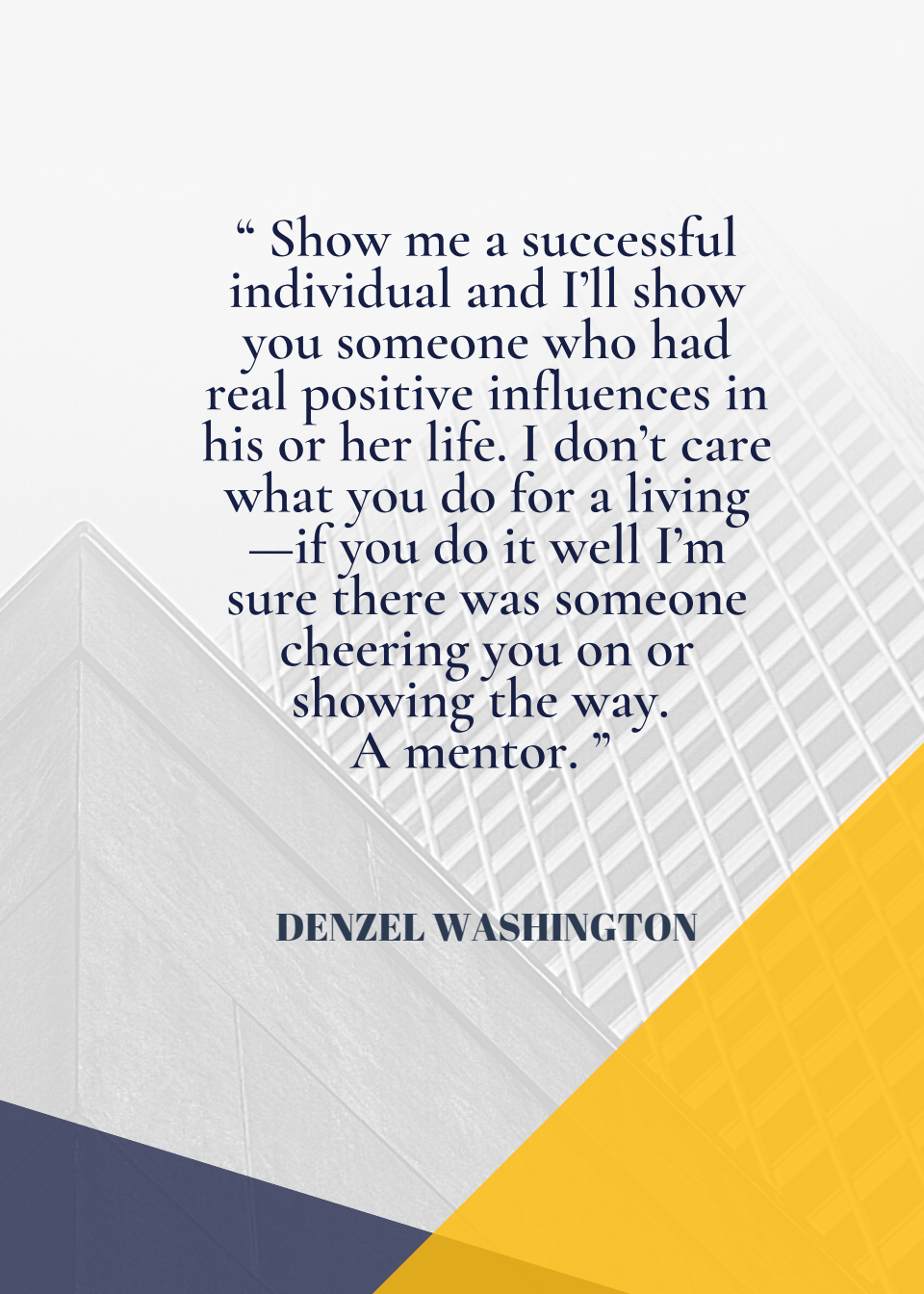


Be Patient

Expect they know nothing about the professional work, but be patient and provide them with your advice. It's normal that the interns do not know where to start their job, thus, you might need to give them definitive guidance to make sure they are on the right track.

At the beginning, which is the learning process, it might be slow to complete a task. Once they get more familiar with the jobs and figured out how to do it, they will then accomplish their tasks in an effective way with high proficiency. So, please be patient for them to grow.





“ Show me a successful individual and I’ll show you someone who had real positive influences in his or her life. I don’t care what you do for a living —if you do it well I’m sure there was someone cheering you on or showing the way.
A mentor. ”

DENZEL WASHINGTON



Be A Positive Role Model

You are the professional in your industry, and you might have experienced most of the things that the intern currently are experiencing. For instance, when you faced some challenges before, how did you overcome it would be a great story to tell to your intern. They might get inspired by your experiences, and they might be motivated by your positive attitude. Present your professional knowledge and impact them by your behaviours.

“In a battery, I strive to maximize electrical potential. When mentoring, I strive to maximize human potential.”

**DONALD
SADOWAY**

