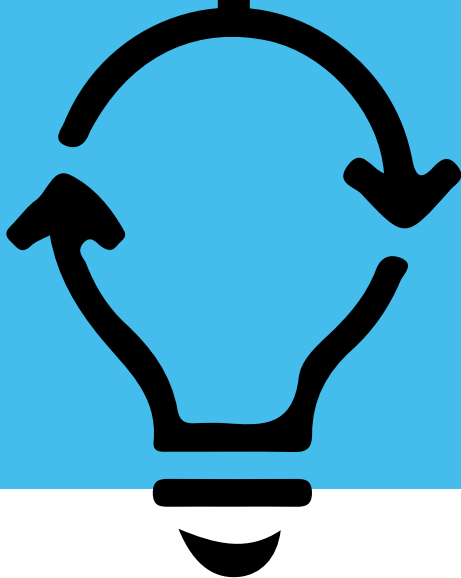


# TALENT BOUND



## WBL TOOLKIT

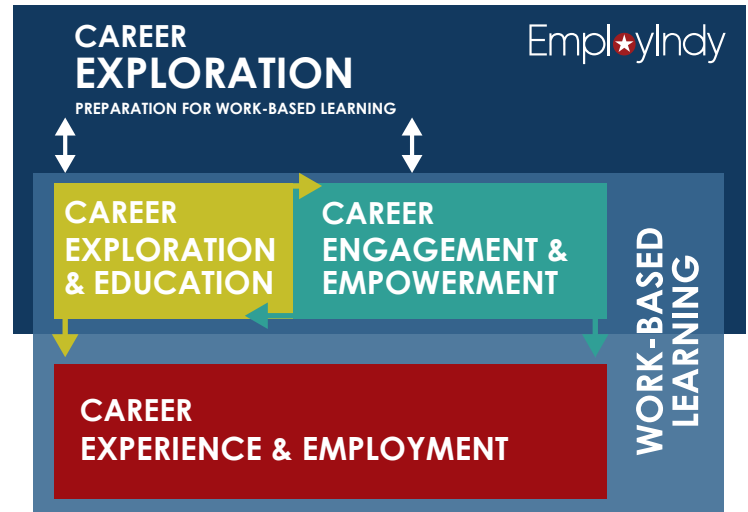
*This work-based learning toolkit bridges the gap for employers as they create opportunities for students to learn about all industries*

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# WHAT IS WORK-BASED LEARNING?

Work-based learning (WBL) is defined as activities that connect students with a workplace, providing structured learning experiences for students through exploration of a range of occupations. **It is a framework of various pathways, or solutions,** which include practical experiences to help individuals gain an understanding of an occupation with on-the-job learning. It ranges from career exploration to career experience and employment.



**This toolkit is designed to help employers incorporate quality elements so their work-based learning meets the highest standards.**

## EMPLOYINDY: YOUR WBL INTERMEDIARY

EmployIndy is the workforce development board for Marion County and is positioned to **act as a bridge between education, employers, and the workforce.** Ensuring the local workforce can meet the current and future needs of the local economy is a primary responsibility of EmployIndy, and a strong system for work-based learning is important to ensuring success.

Work-based learning helps better prepare students for an economy that demands workers:

- ✦ Have strong career knowledge and skills;
- ✦ Are adaptable to change; and
- ✦ Are prepared for lifelong learning

When employers include WBL into their long-term talent strategy, schools are able to better connect their curricula to real workplace skills. In turn, the available workforce is better prepared for the needs of the local economy.

## QUALITY WORK-BASED LEARNING IS:

- ✦ Designed to enhance the learning of workplace knowledge and skills
- ✦ Structured to be safe, legal, and measurable
- ✦ Supported by appropriate planning and training
- ✦ Connected to other programs that are proven to enhance learning and employability

# THE CONTINUUM & PHASES OF QUALITY WORK-BASED LEARNING



Work-based learning (WBL) is defined as activities that connect students with a workplace, providing structured learning experiences for students through exploration of a range of occupations. **It is a framework of various pathways, or solutions**, which include practical experiences to help individuals gain an understanding of an occupation with on-the-job learning. It ranges from career exploration to career experience.

## CAREER EXPLORATION

EXPLORE ———> EDUCATE

### WHAT IT LOOKS LIKE

Students as early as 5th grade are always exploring ideas for work through various inputs - classroom work, parents, movies, tv, etc. Career exploration activities do not take place at a workplace, but prepare students for careers through activities.

### MODELS INCLUDE

Career Days/Fairs, Mock Interviews, Job Ready Indy, Junior Achievement's JobSpark and BizTown



### CAREER EXPLORATION BUILDS AWARENESS OF CAREERS

Activities do not take place in workplaces and are not work-based learning, but provide a foundation for work-based learning and prepare students to make the most of opportunities.

# WORK-BASED LEARNING PHASES



## CAREER EXPLORATION

EXPLORE ———> EDUCATE

### WHAT IT LOOKS LIKE

Students in 8th grade and beyond engage with businesses for short periods of time (often inside the classroom) with the goal of gaining introductory information about an industry and occupations.

### MODELS INCLUDE

Talent Talk



## CAREER ENGAGEMENT

ENGAGE ———> EMPOWER

### WHAT IT LOOKS LIKE

Students in 9th grade and beyond increase their knowledge of an identified field of interest through engagement on-site at a business, in either a group or individual setting.

### MODELS INCLUDE

Talent Tour  
Talent Shadow



## CAREER EXPERIENCE

EXPERIENCE ———> EMPLOY

### WHAT IT LOOKS LIKE

Students in 11th grade and beyond gain specific skills through paid work experience in a particular industry and/or occupation.

### MODELS INCLUDE

Talent Intern  
Summer Jobs

# BENEFITS OF WORK-BASED LEARNING

Employers report an increasing mismatch between the skills required for entry into their industry and those of the emerging workforce. Participation in work-based learning offers an effective and community-focused vehicle for employers to:

- ✧ Develop a more robust talent pipeline
- ✧ Gain access to a diverse and talented workforce
- ✧ Enhance brand, increase name recognition, gain positive press
- ✧ Strengthen talent strategy

Traditional classroom-based education and job training programs do not always reflect workplace needs, and employers find that many job candidates lack valuable hands-on experience. By opening your place of business to students and providing high-value opportunities, students are prepared for an industry's most in-demand skills, and that learning can occur within the context of the workplace. You as the employer can observe potential future employees in a "long-term interview" and participate in shaping their future workforce.

## ○—○ SHAREHOLDERS

A company's commitment to growth and attracting talent is important to investors and ultimately market capitalization. An investment in local talent reflects well on the leadership and strategy of a long-term success plan.

## ○—○ CUSTOMERS

Work-based learning shows a commitment to the community, which helps create a positive image of your brand or customers. Additionally, you have the opportunity to annually create brand advocates through robust connections to your business.

## ○—○ EXISTING EMPLOYEES

Existing employees benefit from the leadership and supervisory skills developed through work-based learning programs. Additionally, it offers your workforce a reason to be proud and satisfied with their job – increasing productivity and reducing turnover.

## ○—○ SCHOOLS

Work-Based Learning extends the classroom to the workplace and brings employers into the school and classroom. It helps build awareness of industry-identified skills to incorporate in the classroom curriculum among educators and validates curriculum instructional models. As school districts include work-based learning as a graduation requirement for students, business participation plays a key role in ensuring those needs are met.

## ○—○ STUDENTS

For students, work-based learning opportunities help them identify their interests – both what they like and don't like – about potential future work, enabling them to make more informed decisions about the next steps in investing in their education and/or a job search.

# CAREER EXPLORATION

## TALENT TALK



# CAREER EXPLORATION OVERVIEW

Before students are ready to enter the workforce, they must develop professional workplace skills and behaviors. This basic skill set includes a broad set of skills required for workplace situations encountered in everyday work life. In this toolkit, we've chosen to focus specifically on types of work-based learning that allow students to not only gain exploration of careers in various industries but also gain the broad set of skills necessary to succeed in their future career.



The information below was developed based on insights from business leaders who have successfully implemented a program focused on teaching students work-related skills. Your company likely has the "required" resources and readiness for a Career Exploration activity. Review the "ideal" and "useful, but not essential" lists for additional ideas.

## RESOURCES

### REQUIRED

- ✦ Employees to educate and interact with students
- ✦ Knowledge about the Career Exploration that will be shared with students (ex: Talent Speaker or Mentor)

### IDEAL

- ✦ Internal expertise to create, then facilitate a training agenda
- ✦ Incentives to encourage participation (ex: swag, prizes, etc.)

### USEFUL, BUT NOT ESSENTIAL

- ✦ If students come to your business, provide facilities to host activities and give youth workplace exploration
- ✦ Utilize relationships with other companies and community organizations to help students build their networks

## READINESS

### REQUIRED

- ✦ Support from the immediate manager of the person accountable for your Career Exploration activities
- ✦ A corporate culture that values growth and development

### IDEAL

- ✦ A corporate culture that values community investment
- ✦ Your company has or would be willing to create systems to measure the outcomes of your programs

### USEFUL, BUT NOT ESSENTIAL

- ✦ Your company is already involved in some type of youth-serving program (ex: JA JobSpark, tutor, mentor, etc.)

# TALENT TALK OVERVIEW

EmployIndy connects you directly to speaking opportunities, typically taking place in a high school setting or in a classroom at a community organization. In some cases, guest speakers may “visit” a classroom virtually.

## 🔑 → **PLANNING: 1 WEEK**

Formulate what you will say and schedule a time to speak to the classroom. Total amount of time presenting is approximately one hour.

## 🔑 → **EVENT: 1 HOUR**

### **WELCOME**

Introduce yourself and provide a brief background on your industry and current role in the local economy.

### **OVERVIEW & EMPLOYMENT OPPORTUNITIES**

Give an overview of your organization; focus on the more and less obvious jobs.

EX: A software developer may highlight coding and IT, but mention sales, HR, corporate philanthropy, etc.

### **EDUCATION**

Share educational and career paths for some positions.

### **IMMERSIVE EXPERIENCE**

Find a way to role-play with the participants to help them see how their current interests/hobbies can apply to roles in your organization.

Use visual aids and hands-on activities such as products, tools or materials from your business.

### **CONCLUDE**

Set aside time to wrap-up and answer any questions students may have after your presentation.

## 🔑 → **NEXT STEP: CONTACT US**

✉ [business@employindy.org](mailto:business@employindy.org)

☎ 317.713.1905

🌐 [employindy.org/wblform](http://employindy.org/wblform)

### **WHAT IS IT**

You share with a room full of students information about your position and what it is like to be a professional in your industry.

### **WHY IT'S WORTH IT**

It builds excitement about the business as a desirable place to work and leave them with a positive impression of your brand.

### **WHY IT'S BENEFICIAL: BUSINESS**

As a guest speaker, you can craft a meaningful message for young adults to help them understand what is important to businesses like yours.

### **WHY IT'S BENEFICIAL: STUDENTS**

Young adults learn the breadth of job possibilities that one business can offer and see how their skills and interests could fill a role in your industry.



# TALENT TALK TIP SHEET

Speaking to a classroom of teens can be tricky, so it is important to have a well-crafted message that will resonate with your audience. As you think about how to best prepare for your presentation, keep the following success tips in mind:

## ➔ BEFORE THE PRESENTATION

- ✦ Provide the coordinator with information about your company, industry, and profession so he/she can prep students in advance.
- ✦ Ask the coordinator what typically resonates with students to keep their attention.
- ✦ Find out what the students are currently focused on in the classroom so you can link the presentation to their curriculum.
- ✦ Review where to park and enter the school. If you have special requirements for the presentation, such as a projector or computer set-up, let the coordinator know. If you're handing out materials, ask for an estimate of the number you'll need.
- ✦ If you're "visiting" the classroom electronically, via Skype or some other form of video conferencing, arrange for a test run prior to the presentation to work out any kinks.
- ✦ Bring business cards and other corporate materials (flyers, etc.) with you to share. Bring branded swag (shirts, hats, trinkets) if you have any – they can be helpful as participation prizes or giveaways.

## ➔ DURING THE PRESENTATION

- ✦ Introduce yourself, your company and job title. Let the students know what to expect from your presentation.
- ✦ Try not to read from prepared notes and if you're using insider lingo, define those industry terms and acronyms.
- ✦ Use visual aids such as a product, tool or any materials from your company that will help the students understand what you do.
- ✦ Describe a typical day at your company and help students understand as much as they can about the culture of the workplace and the nature of the world of work.
- ✦ Share the educational and career path you took to your current position.
- ✦ Talk about how school subjects (such as math and language arts) and good habits (such as punctuality and consistent attendance) are important skills in the workplace.
- ✦ If possible, share mistakes you've made and how you have addressed problems.
- ✦ If possible, make your presentation interactive with role playing, mock projects, hands-on activities, etc. Ask questions of the students, making it a two-way dialogue.

## ➔ AFTER THE PRESENTATION

- ✦ Provide feedback to the coordinator to improve future guest speaker presentations.
- ✦ Consider how you might use this presentation to promote your company's visibility in the community.

## ➔ GO DEEPER

- ✦ Talk to the coordinator about engaging in other opportunities that you would like to pursue (industry-related curriculum advising) or that students may pursue (additional work-based learning opportunities, summer jobs, etc.).

# CAREER ENGAGEMENT

TALENT TOUR  
TALENT SHADOW



# CAREER ENGAGEMENT OVERVIEW.

Most students need to learn about the workplace and what it takes to be successful. Getting a glimpse into this world before you get a job can set a young person up for greater success. The Career Engagement phase equips students with the skill and knowledge required to secure and maintain employment and an understanding of the education needed for many fields. In this section of the toolkit, we focus on helping students learn about the skills needed on the job in their careers of interest.



The information below was developed based on insights from business leaders who have successfully implemented a program focused on teaching students work-related skills. Your company likely has the "required" resources and readiness for a Career Engagement activity. Review the "ideal" and "useful, but not essential" lists for additional ideas.

## RESOURCES

### REQUIRED

- \* Employees to volunteer and interact with students
- \* Knowledge about the skills needed to work in your role, company, and industry, and ability to teach skills to a student

### IDEAL

- \* Networking activities so that students can practice interacting at a professional level and build their own career networks
- \* Incentives to encourage participation (ex: swag, prizes, celebration)

### USEFUL, BUT NOT ESSENTIAL

- \* Facilities to engage with students on site to give them the opportunities to engage in a real workplace

## READINESS

### REQUIRED

- \* A corporate culture that values professional growth and development
- \* Directional support from your leadership

### IDEAL

- \* A corporate culture that is adaptable and readily experiences change
- \* Your company has or would be willing to create systems to measure the outcomes of the Career Engagement activities

### USEFUL, BUT NOT ESSENTIAL

- \* Employees to supervise and engage with students
- \* Company facilities on site that provide opportunities to engage in the real workplace

# TALENT TOUR OVERVIEW

## 🔑 → COMMITMENT

By hosting a site tour of your business, you take roughly 2-4 hours out of a typical work day to provide an immersive experience for ten to 25 young adults and their chaperones.

## 🔑 → PLANNING: 2 WEEKS

- ✳ Collaborate via phone call and/or email
- ✳ Determine day-of schedule and where tour will take place
- ✳ Explain which areas to show on the tour, identify a space for question & answer, etc.

## 🔑 → EVENT: 2-4 HOURS

### WELCOME: 15 MIN.

Introduction to business.

### TOUR: 10-15 MINUTES EACH

Focus on four or five different areas of your organization, ranging from the obvious to the less obvious.

EX: A hospital might show the ICU and nurses stations, but also show radiology, food service, and marketing.

### IMMERSIVE EXPERIENCE: 30 MINUTES

Does your business offer an interesting experience where participants can interact in a hands-on way? Build this into the tour - it can be a contest, challenge, demo, etc.

### CONCLUDE: 30 MINUTES

Provide some time to "wrap up" the tour, and allow representatives from the different tour areas to answer any lingering questions from students. Take a group photo, offer swag, and allow time for breakout conversations for students to network and share what they saw or learned.

## 🔑 → NEXT STEP: CONTACT US

✉ [business@employindy.org](mailto:business@employindy.org)

☎ 317.713.1905

🌐 [employindy.org/wblform](http://employindy.org/wblform)

### WHAT IS IT

Site tours are a great chance to share the core mission of your organization, while also showing the variety of employment opportunities and skills needed to keep your business moving.

### WHY IT'S WORTH IT

By providing a better understanding of your organization to young adults, you plant a seed for potential future talent to consider the varying areas of your organization as a landing spot for a career.

### WHY IT'S BENEFICIAL: BUSINESS

You can teach students about the benefits of working in your career sector and demonstrate your experience.

### WHY IT'S BENEFICIAL: STUDENTS

During the tour, they are encouraged to see themselves in different roles and ask questions about the work - they get the ultimate "peek behind the curtain."

You are about to open your doors to a group of young people who may know nothing about your business or industry. In preparing for the visit, keep the following tips in mind:

# TALENT TOUR TIP SHEET

## ○ → BEFORE THE WORKPLACE TOUR

- ✦ Be sure to have (and share) contact info for key people from both your organization and the school
- ✦ Identify the most interesting and group-friendly areas of your workplace for the tour. Find areas where students can get hands-on if possible. If safety gear is required at the worksite, arrange for it to be available.
- ✦ Keep in mind that showing the variety of skills/job types offered by your business will ensure students have a greater chance of "seeing themselves" in a role.
- ✦ Let the coordinator know where the visiting group should park and enter the building. Include information about security procedures and appropriate dress.
- ✦ See if any of your employees are connected to the school in some way and get them involved.
- ✦ Brief the employees who will be involved in the tour. Provide an overview of your partnership with the sponsoring school or program, what to expect during the tour, their role and why their involvement is important.
- ✦ Consider a hashtag that you may want students to use when taking photos.
- ✦ Consider inviting media – communicate this with your PR or communications department, as well as with the school's.

## ○ → DURING THE WORKPLACE TOUR

- ✦ Briefly explain the business, its operations, and what to expect during the tour.
- ✦ Provide instruction on workplace safety, if needed.
- ✦ Bring in someone from HR to talk about entry-level recruitment and careers.
- ✦ Arrange for students to break out into small group activities.
- ✦ Have students observe, hear from, and speak to employees with different levels of responsibility and roles in your company.
- ✦ Make sure students are exposed to a range of career options in your industry and let them know what education or experience is needed in each role.

## ○ → AFTER THE WORKPLACE TOUR

- ✦ Debrief with your team about what went well and what did not.
- ✦ Provide feedback both internally and externally to improve future tours.
- ✦ Consider how to use the tour to promote your company's visibility in the community.

## ○ → GO DEEPER

- ✦ Explore ways that you might further interest students and grow the pool of potential future employees.
- ✦ Talk to the work-based learning coordinator about being a classroom speaker or guest trainer, helping with curriculum, or hosting students for job shadows, jobs or internships.

# TALENT SHADOW

## OVERVIEW

### 🔑 → **PLANNING: 2 MONTHS**

Collaboration (phone calls, emails) to determine day-of schedule, topics to discuss, important questions, etc. will take two weeks but most schools require two months notice.

### 🔑 → **EVENT: 3+ HOURS**

#### **WELCOME/TOUR: 30 MINUTES**

Welcome student to the office/retail location and give them a tour of the office/worksites/location.

While touring, ask questions about each other to "break the ice."

Show a company video if you have one.

#### **DETAILS & IMMERSIVE EXPERIENCE: 45 MINUTES**

Share details about your role, show some examples of your work, and ask questions to connect it to the student's interests.

Find ways for the students to get hands-on if possible.

#### **CONNECT WITH COLLEAGUES: 90 MINUTES**

Conduct three 30-minute sessions on the different areas of the business, talking with colleagues about their work and how it impacts the overall goals of the organization.

#### **CONCLUDE: 45 MINUTES**

Prep students with some questions, wrap up, and conduct a feedback survey.

### 🔑 → **CONSIDER ADDING**

- ✦ Refreshments/Lunch
- ✦ Branded company swag
- ✦ Small prizes or company products as prizes/giveaways
- ✦ Allow the student to join for a meeting - prepare them so they can understand what the meeting is about and look for a way to seek their input on the topic if possible.

### 🔑 → **NEXT STEP: CONTACT US**

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☎ 317.713.1905

🌐 [employindy.org/wblform](http://employindy.org/wblform)

#### **WHAT IS IT**

Provide an in-depth, hands-on, one-on-one experience for a student to be immersed in your industry

#### **WHY IT'S WORTH IT**

Show what a "day in the life" of a professional in your industry looks like and what sets your company apart as a desirable place to work.

#### **WHY IT'S BENEFICIAL: BUSINESS**

Teach potential future workers about your business and industry, allowing for more intimate learning where the student is the focus.

#### **WHY IT'S BENEFICIAL: STUDENTS**

Offer opportunity for learning through questions and 1:1 activity to build occupational knowledge and visualize a personal path toward a career

Working closely with one student is different than working with a group and should provide an immersive learning experience centered around addressing the curiosities of the student.

# TALENT SHADOW

## TIP SHEET

### ○————→ **BEFORE THE JOB SHADOW**

- ✦ Provide the coordinator with website link(s) about your company, industry, and profession to help the student prepare.
- ✦ Learn what the student is currently focused on in the classroom so you can correlate the shadow experience to their curriculum.
- ✦ Because a talent shadow is an individual experience, ask the coordinator for tips on how best to interact with the student based on their learning style and personality.
- ✦ Let the student know where to go when they arrive at your workplace and if they need identification to enter.

### ○————→ **DURING THE JOB SHADOW**

- ✦ Give students instruction in workplace safety, if needed, and highlight potential hazards.
- ✦ Be sure the student shadowing you is engaged in a range of activities throughout the day that highlight the skills needed to do your job.
  - ✦ Be ready to adjust the level of difficulty of any shared tasks depending on the student's abilities
- ✦ Discussion Ideas
  - ✦ Ask about the student's interests and how they might tie into your work.
  - ✦ Share the educational and career path, obstacles, and achievements.
  - ✦ Discuss how communication and collaboration play a role in the workplace.
  - ✦ Talk about their network and networking in general.
  - ✦ Discuss what it means to be a continuous learner in a time of constantly-changing technology.
  - ✦ Talk about how school subjects (such as math and language arts) and good habits (such as punctuality and consistent attendance) are important skills in the workplace.

### ○————→ **AFTER THE JOB SHADOW**

- ✦ Provide feedback to the coordinator to improve future job shadows.
- ✦ If you're willing to stay connected with the student, offer your email address or connect on LinkedIn.

### ○————→ **GO DEEPER**

- ✦ Share a blurb about the job shadow with photos on your company website or social media.
- ✦ Consider other ways you might use the job shadow to promote your company's visibility in the community.
- ✦ Talk to the coordinator about other WBL opportunities, like internships and employment.

# CAREER EXPERIENCE

## TALENT INTERN





# CAREER EXPERIENCE OVERVIEW.

Think back to your first job. You'll likely remember a challenging transition during your first few months. As you learned the ropes, it became easier through practice and experience. Now think about what this transition could be like for students. Even with work specific training, the transition into the workforce can be challenging for these young people.

Applying new skills in a real work environment is a valuable reinforcement of earlier training and often serves as an important stepping stone to permanent part-time or full-time employment. Career Experience opportunities also help students develop their resumes and gain exploration of workplace dynamics. At the same time, they get compensated for their work. These opportunities are referred to differently across industries: internships, experiential learning, apprenticeships, etc. Ultimately the end goal is the same: provide youth with the opportunity to learn in an actual work environment and receive compensation for the work they perform.



## OPPORTUNITY

- ✳ Youth receive on-the-job training to build and reinforce workplace skills and are compensated (e.g., cash wage, academic credit) for their work.



## APPROACH

- ✳ How your company can provide youth with an on ramp to employment.
- ✳ Utilize structured and compensated experiential learning opportunities.



## OUTCOME

### COMPANY

- ✳ Company builds and improves its talent pipeline for enhanced employee retention and performance.
- ✳ Company can leverage and hone its current employees' leadership skills and improve satisfaction/morale.
- ✳ Company demonstrates commitment to the community and furthers its CSR agenda, while promoting workforce diversity.
- ✳ Company positions itself as the community employer of choice.

### YOUTH

- ✳ Youth are more prepared to excel within their workplace or education and in turn will have increased opportunities for employment and education pathways.

# TALENT INTERN OVERVIEW

## 🔑 → COMMITMENT

Provide high school students 11th grade or higher the opportunity to learn by doing real work while being actively engaged in your workplace.

### RATIO

Employer/Student - 1:1 (max. 1:5)

### DURATION

80-100 hours

### SPECIAL CONSIDERATIONS

USDOL Internship Factsheet

## 🔑 → PLANNING: 3 MONTHS

- ✳️ Develop and design the internship, schedule, and process with the Work-Based Learning Coordinator.
- ✳️ Prepare employees to host the learning experience.
- ✳️ Work with EmployIndy and the school in the candidate selection process and confirm placement details.

## 🔑 → EVENT: 6-8 WEEKS

### WELCOME

Orientation to workplace, associates, schedule, and expectations.

### IMMERSIVE EXPERIENCE

Assign every intern a supervisor, and schedule regular check-ins to discuss progress.

### CONCLUDE

Evaluate and reflect on experience with the intern, supervisor, and Work-Based Learning Coordinator.

## 🔑 → NEXT STEPS

✉️ [business@employindy.org](mailto:business@employindy.org)

☎️ 317.713.1905

🌐 [employindy.org/wblform](http://employindy.org/wblform)

Internships provide a direct benefit to the employer and give students the opportunity to learn by doing real work while being productively engaged in the workplace. Interns may work individually, in teams, on a project, or rotate through a variety of departments and job functions to get a full scope of your industry.

### WHAT IS IT

Students work for a limited period of time to gain applied experience, build employability and technical skills, and make connections in a field of interest. Traditionally internships are in the summer, however, programs can occur throughout the year.

### WHY IT'S WORTH IT

Through internships, future talent learns about your industry and are considering how they might prepare their career - possibly with your company.

### WHY IT'S BENEFICIAL: BUSINESS

Hosting internships for students brings new energy and a fresh perspective to your workplace and provides opportunities for existing employees to develop supervisory skills.

### WHY IT'S BENEFICIAL: STUDENTS

Internships not only provide exploration of a wide range of jobs within the industry, students who participate in an internship display higher graduation rates and better employment outcomes.

# TALENT INTERN TIP SHEET

When hosting an intern or launching an Internship program at your organization, keep the following success factors in mind. What you should bring to the table is the passion and drive to make the program a success, clear understanding of desired goals, and defined roles and responsibilities. Set high expectations for your intern(s) and help them meet those expectations.

## ○ → BEFORE THE INTERNSHIP

- ✦ Source internship opportunities internally and define project/experience.
- ✦ Set criteria for intern participation and communicate with EmployIndy.
- ✦ Determine compensation and process.
- ✦ Register internship opportunities with EmployIndy.
- ✦ Interview & select student intern(s).
- ✦ Identify & train intern supervisors/mentors

## ○ → DURING THE INTERNSHIP

- ✦ Provide interns with onboarding training.
- ✦ Work with intern and Work-Based Learning Coordinator to develop learning objectives.
- ✦ Facilitate weekly meetings between supervisor(s), intern(s) and mentor(s).
- ✦ Monitor intern progress and performance.
- ✦ Communicate with Work-Based Learning Coordinator at scheduled intervals.
- ✦ Support operations as needed.

## ○ → AFTER THE INTERNSHIP

- ✦ Celebrate! A group lunch and/or recognition ceremony are great ways to send your intern(s) off with a positive impression.
- ✦ Provide youth with recommendations and confirm their satisfactory program completion, as appropriate.
- ✦ Track results: measure the impact by tracking a few metrics such as number enrolled, offered full or part-time employment, employees involved, budget, and feedback through evaluations.

## ○ → RESOURCES

- ✦ Work-based learning plan, evaluation, and additional forms as determined
- ✦ Workplace Internship Guide

# FIND THE RIGHT WBL FOR YOUR BUSINESS

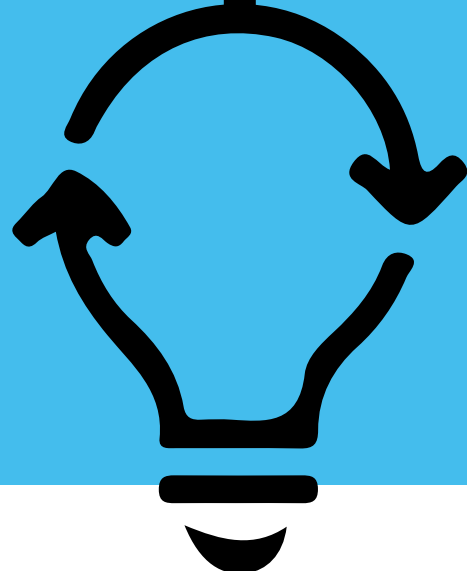
This toolkit is meant to serve as a roadmap for starting a new effort, or to upgrade an existing program. Work-based learning is a key element of a rigorous and relevant education for students. Properly designed and supported, work-based learning provides a practical context for school subject matter. It enables students to acquire the competencies and knowledge needed to succeed in today's workplace. We hope that as you think about making a positive impact on students, weigh the potential business benefits, and consider the economic implications, you'll be motivated to take action.



## TO GET STARTED, CONTACT EMPLOYINDY:

✉ [business@employindy.org](mailto:business@employindy.org)

☎ 317.408.1668



# WORKS CITED.

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