



## TIPS FOR PREPARING A WORKPLAN

Interns are to prepare a workplan for the internship with their host organization supervisor within a week or two of arrival (sooner, if possible). The purpose of this plan is to:

- 1) Jointly identify and agree upon the major objectives/products of the internship (2-4);
- 2) Identify key steps or tasks which need to be done to accomplish each objective;
- 3) Set a rough timeline for the projects; and
- 4) Clarify any specific resources available to accomplish these tasks and objectives.

Be sure to establish a date mid-way through each objective for a joint review session, in which the objective, related tasks and resource needs can be discussed and amended, as necessary.

A point of departure for preparing the work plan is to go over the job description section of the internship Position Description. Discuss the current needs and priorities of the organization and ask the intern to elaborate on specific skills, interests and learning objectives he or she brings to the job. Then lay out the agreed upon work plan.

There may be other assignment opportunities and needs that come up as the internship progresses, but it is important to communicate with the intern about how they fit into his or her priorities. Be sure to communicate clearly with the intern and co-workers about projects and timelines.

Below are examples to illustrate simple workplan statements.

<u>OBJECTIVES/PRODUCTS</u>	<u>TASKS/ACTIVITIES</u>	<u>RESOURCES</u>
Research and write 2-3 assigned articles by deadline time each week	Contact and interview subjects Research archives and internet Editorial review with staff	Transportation to interviews Hours for internet access
Prepare forest inventory of Caudal Watershed	Collect and assess existing data Reconnaissance of area Physical cruise of forested areas Document and map preparation	Access to maps, aerial photos, GIS files, software 3 days of jeep and crew 8 days of crew, equipment and vehicle 30 hours of computer time 20 hours draftsman time
Prepare diabetes education module	Research existing materials Adaptation/translation of materials Peer review/corrections Test presentation in villages Final compilation of module Training of trainers workshop	3 hours internet time Bus fare to Ministry of Public Health and health posts 4 days travel costs 3 hours section of in-service training workshop