



INTERNSHIP “MOCK” MANAGEMENT TRAINING PROGRAM BREAKDOWN

EMPLOYEE

Employee Name		Review Period	
Department		Manager	

PERFORMANCE GOALS AND OBJECTIVES

Zero to 1 Month	1 month to 2 months	2 months to 3 months
<ul style="list-style-type: none"> – Work with your trainer/manager to define and document your goals. – Learn to work systematically. – Promotion to Training Manager. – Drive competition amongst peers. 	<ul style="list-style-type: none"> – Are you focusing your time on the goals you committed to? If not, either work with your manager to change your goals or reevaluate how you spend your time. – Manage 3 people & develop game plans. – Ensure team goals are being met daily. 	<ul style="list-style-type: none"> – Review team performance goals to see if you are on target as a Team Manager. – Learn Territory Management – Learn and track team growth each week.

NOTES/ACTIONS	
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SKILLS AND KNOWLEDGE DEVELOPMENT

Zero to 1 Month	1 month to 2 months	2 months to 3 months
<ul style="list-style-type: none"> – Understand the specific skills and knowledge you need using the orientation manual as your step-by-step guide. – Teach back marketing systems. – Complete the full Entry Level Checklist. – Qualify to attend leadership courses daily. (Invite only) 	<ul style="list-style-type: none"> – Create applicable training classes relevant to the entry level trends – Create a 6 week game plan and begin learning management skillsets. – Do outside research on marketing, branding, sales & local competition. – Maximize on strengths /weakness'. 	<ul style="list-style-type: none"> – Create a timeline with trainees with tasks that they will follow in order to attain the skills outlined in Executive's personal development plan. – Conducting and review progress reports with Entry-Level candidates – Learn how to have the right conversations at the right time.

NOTES/ACTIONS	
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PROCESSES AND METHODS

Zero to 1 Month	1 month to 2 months	2 months to 3 months
<ul style="list-style-type: none"> – Familiarize yourself with the daily work processes and methods used. – Be clear on WHY those processes are used and how you can support process goals. (Practice retraining) – Set clear timelines for task due dates. Keep timelines up to date. 	<ul style="list-style-type: none"> – Identify and eliminate unnecessary variation in the way you perform work processes. – Ensure that your work responsibilities are clear, defined, and realistic. – Learn the interview/orientation process. – Create a Team Identity 	<ul style="list-style-type: none"> – Get to know the people who work cross-functionality in common work processes. – Seek to simplify any work processes in order to cut cycle time. – Introduce new ideas with Management. – Begin asking “WHY” more to learn the mentality of Executive Enterprise

NOTES/ACTIONS	
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FEEDBACK

Zero to 1 Month	1 month to 2 months	2 months to 3 months
<ul style="list-style-type: none"> – Understand the different types of feedback and the ways in which you will receive feedback. 	<ul style="list-style-type: none"> – Are you getting the feedback you need? Is feedback specific, and frequent? – Compare actual performance vs expected performance. 	<ul style="list-style-type: none"> – Are you giving feedback to others who need it? – Compare actual and expected performance.

NOTES/ACTIONS	
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