



College Intern Power Skills Training Highlights

Executive function skills are your key to unlocking success! These cognitive abilities, even more important than intelligence, empower you to manage deadlines, complex tasks, focus, emotions, and collaboration. This interactive program equips interns with the essential skills to thrive in a fast-paced professional environment. Through a combination of presentations, discussions, and hands-on activities, interns will gain practical tools and strategies to excel in their roles.

- **Module 1: Create a Balanced Work/Life Routine (Workbook Activity: Data Dump)**
 - Develop strategies for managing time effectively and prioritizing tasks.
 - Learn how to establish a consistent routine to stay organized and productive.
 - Interns will participate in a "Data Dump" activity, identifying all their work and personal tasks to gain a clear picture of their workload and create a balanced schedule.
- **Module 2: Time Management/Planning (Workbook Activity: Time Blocking)**
 - Discover techniques for prioritizing tasks and allocating time efficiently.
 - Understand the difference between important vs. urgent tasks.
 - Through interactive exercises, interns will learn to prioritize tasks using the Eisenhower Matrix and create a personalized time blocking schedule to maximize productivity.
- **Module 3: Prioritizing Your To Do List (Workbook Activity: Scheduling a Check-Out Routine)**
 - Learn how to organize and tackle your to-do list strategically.
 - Develop a system for prioritizing tasks based on importance and urgency.
 - Interns will participate in a workshop to identify the most effective ways to organize their to-do lists and create a "check-out routine" at the end of the day to ensure all tasks are captured and planned for.

- **Module 4: Procrastination (Workbook Activity: Identifying Procrastination Triggers)**
 - Identify personal procrastination patterns and develop strategies to overcome them.
 - Learn how to stay motivated and focused on completing tasks.
 - This module will include a self-assessment activity to help interns identify their procrastination triggers; work that is repetitive or difficult, or not understanding what is being asked of them. By raising awareness, personalized strategies can be developed to combat procrastination and increase productivity.
- **Module 5: Emotional regulation (Workbook Activity: Recognizing Emotional Triggers)**
 - Develop techniques for managing emotions effectively in the workplace.
 - Identify the emotion with enough granularity to take action.
 - Understand the “Why” behind the emotion.
 - Plan for patterns.
 - This module will feature discussions and activities to help interns develop self-awareness and emotional regulation skills. The workbook activity will guide interns in identifying their emotional triggers and plan strategies to manage them effectively.
- **Module 6: The ‘F’ Word & Growth Mindset (Workbook Activity: Developing Replacement Language)**
 - Learn the first steps to adopt a growth mindset for continuous learning and improvement.
 - Explore the idea of a performance-enhancing mindset.
 - Understanding and reframing failure.
 - This module will feature discussions and activities to raise self-awareness around the negative messaging happening in the brain during a “perceived” point of failure. The workbook activity will guide interns in identifying negative thought patterns and develop strategies to replace them.
- **Module 7: Dealing with Distractions/How to Focus (Workbook Activity: Creating Distraction Inboxes)**
 - Identify and minimize distractions that hinder productivity.
 - Learn strategies to maintain focus and stay on task by understanding when dopamine is produced and how it affects attention.

- Interns will participate in exercises to identify their personal distractions and develop techniques to minimize them. The "Creating Distraction Inboxes" activity will equip interns with tools to capture distracting thoughts and tasks and ensure they don't lose focus on the current priority.
- **Module 8: Self-Advocacy/Asking for Help (Workbook Activity: Role-Playing for Asking for Help Scenarios)**
 - Develop effective communication skills for advocating for your needs.
 - Learn how to identify resources and request assistance when needed.
 - Through role-playing exercises, interns will practice clear and confident communication for effectively asking for help in various situations. The workbook activity will provide scenarios for interns to develop strategies for navigating challenging situations and requesting assistance.
- **Module 9: Email Etiquette/Communication (Workbook Activity: Email Improvement Exercises)**
 - Gain practical guidance on mastering their inbox as well as how to write clear, concise, and professional emails.
 - Learn best practices for effective email communication in the workplace.
 - This module will include interactive exercises to improve email writing skills. Interns will analyze real-world email examples and participate in "Email Improvement Exercises" to refine their communication style for the professional setting.
- **Module 10: Metacognitive Accountability Follow Up (Workbook Activity: Self-Evaluation and Goal Setting)**
 - 2 Weeks post-training, participants meet individually or in small groups to reflect on takeaways from the program and evaluate strategy implementation.
 - Learn the importance of self-awareness and self-evaluation for goal setting and continuous improvement.
 - The final module will guide interns through a self-evaluation process to assess their learning and identify areas for continued development. The "Self-Evaluation and Goal Setting" workbook activity will equip interns with tools to create a personalized action plan to maintain and improve the skills they gained throughout the program.