

CEO Summer Internships Projects Bank

Workplace style and personality inventories

1. It can be useful to know your colleagues' working styles and personality inventories. The student can gather this information from others and compile it to present to the team, or the supervisor.
2. The Myers Briggs Personality Test is a good starting point. The Myers Briggs test can be taken for free at this site: <http://www.16personalities.com/free-personality-test>
3. The student will need to send a professional email to the team to ask them to complete the personality inventory and send them his results. The student can write their own, or use the template provided below.
4. Team members who take the personality inventory can either email the results to the student directly, or the student can create a Google Form and people will enter their results into the form. This will give the student another opportunity to practice gathering and organizing information.
 - a. Create Google Form and use this to gather data on participants
 - i. The student can create a Google Form and send this form to participants to aggregate their data in a spreadsheet. Using Google forms and collecting the submitted information in sheets can be tricky, so the intern may require support on this.
 - ii. Go here for a good tutorial on using Google forms:
<https://www.youtube.com/watch?v=8NNTG1wh11k>
 - iii. The student can ask the following questions on Google form:
 1. Have you ever taken a personality before you took this one?
 2. What was your 4-letter personality type on the Myers Briggs test?
 3. Were you surprised by the description of your personality?
 4. Did reading about your personality type help you to better understand your own working style?
5. Extension: The student can present the results of the data using PowerPoint or Prezi.
6. Extension: The student creates a brochure that summarizes the findings of the exercise

Professional Email Template-Invitation to take Personality and Working Style Test

Dear _____,

My name is _____, and I am currently an intern at (your mentor's organization). I am working with (your mentor's name). As part of my internship experience, I am conducting a study about personality types. It can be useful to know your own personality type, and those of your colleagues. To accomplish this, I invite you to take the Myers Briggs Personality Test.

The test can be found at this site: <http://www.16personalities.com/free-personality-test>

Once you have your results, please submit that information to me by email.

Thank you for your time.

Best,

(your name)

Before delivering any of these trainings, interns can check with Mr. Duling and/or mentors to identify if they are sufficiently proficient in these programs to deliver the training.

Excel Tutorial

Interns can lead office employees in a short Excel Tutorial covering basic functions. This tutorial is designed for people who have very little or no familiarity with Excel.

1. Interns can access an Excel tutorial at the following site: <https://support.office.com/en-us/article/Excel-2013-training-courses-videos-and-tutorials-aaae974d-3f47-41d9-895e-97a71c2e8a4a>
2. Interns should watch the tutorial videos addressing the following topics (this order is recommended):
 - a. Create your first Excel 2013 workbook
 - b. Add numbers in Excel 2013
 - c. Basic math in Excel
 - d. Understand and use cell references
 - e. Sort and filter data
3. Interns should master the skills in the 5 videos listed above. They can use the included “ExcelTraining_Exercise” Excel workbook to practice.
4. Interns can lead employees in a tutorial session, in which they guide attendees in completing the exercises in the “ExcelTraining_Exercise” Excel workbook.

Example email invitation to Excel tutorial

Hello,

My name is _____, and I am currently an intern here at _____. I am writing because I will be delivering a brief tutorial session in Microsoft Excel on _____ (date) at _____ (time). It will be held in _____ (location of the tutorial). I invite you to attend to learn the basics of Microsoft Excel.

This session is designed for people who have little or no familiarity with Excel. We will cover the following topics:

- Creating an Excel workbook
- Basic math in Excel
- Cell referencing
- Sorting and filtering data

The objective is to enable participants who have rarely or never used Excel to create basic tables and conduct simple data analysis.

Please let me know if you are able to attend. I look forward to hearing from you.

Best,

(*your name*)

PowerPoint Tutorial

Interns can lead office employees in a short PowerPoint Tutorial that will enable participants to assemble basic presentations. This tutorial is designed for people who have very little or no familiarity with PowerPoint.

1. Interns can access a PowerPoint tutorial at the following site:
<https://support.office.com/en-gb/article/PowerPoint-2013-training-courses-videos-and-tutorials-bd93efc0-3582-49d1-b952-3871cde07d8a>
2. Interns should watch the tutorial videos for the following topics (this order is recommended):
 - a. Create your first PowerPoint 2013 presentation
 - b. Apply and change a theme
 - c. Apply transitions between slides
 - d. Backgrounds in PowerPoint
 - e. Add bullets to text
3. The videos below should be only be pursued by interns who have demonstrated great comfort with the functions above, and are prepared to handle a bigger challenge in PowerPoint.
 - a. Create a flow chart
 - b. Create an org chart
 - c. Insert a bar chart
 - d. Insert a line chart
 - e. Insert a pie chart
 - f. Insert a video from your PC

Example email invitation to PowerPoint tutorial

Hello,

My name is _____, and I am currently an intern here at _____. I am writing because I will be delivering a brief tutorial session in Microsoft PowerPoint on _____ (*date*) at _____ (*time*). It will be held in _____ (*location of the tutorial*). I invite you to attend to learn the basics of PowerPoint.

This session is designed for people who have little or no familiarity with PowerPoint. We will cover the following topics:

- Creating your first PowerPoint presentation
- Changing themes in PowerPoint
- Applying transitions between slides
- Changing backgrounds in PowerPoint
- Formatting text and using bullets
- (if you will cover other topics, make sure you list them)

The objective is to enable participants who have rarely or never used PowerPoint to create simple presentations.

Please let me know if you are able to attend. I look forward to hearing from you.

Best,

(your name)

Google Drive tutorial

1. Interns should watch the following video:
<https://www.youtube.com/watch?v=6NLYbzXVJaY>
2. Interns should be able to complete the following tasks...
 - a. Create Google Doc
 - b. Create Google Sheet
 - c. Create Google Slides
 - d. Share a Google Doc, Sheet and Slides with others by email
 - e. Create folders and organize Docs, Sheets and Slides in folders
 - f. Upload a file into Google Drive
 - g. Create a Google form and send the form to others to gather information
 - i. Use this tutorial to learn about using Google forms:
<https://www.youtube.com/watch?v=wwf72lwPLVY>
3. Interns can lead a tutorial that addresses these basic functions of Google Drive

Prezi tutorial

There are several good tutorials available for Prezi.

1. Introductory video to Prezi: <https://www.youtube.com/watch?v=ArGh6FurR0Q>
2. 2nd part of Prezi tutorial: <https://www.youtube.com/watch?v=QmEvXVtkreM>
3. Toggling between edit mode and present mode:
<https://www.youtube.com/watch?v=E8Xfk8hcjhc>

Researching the competition's social media use

1. The student can examine the use of social media by other organizations that are in the same space as your organization. Many agencies and companies today make liberal use of social media, and it may be interesting to see how your company's competition is pursuing social media as a way to further their mission and growth.
2. Consider two or three organizations that compete with your own for funds or market space, and have the intern pursue information about your competitors' use of social media
3. The student should think hard about how to organize this information effectively. They could design a Word table, as in the example below, or enter information into Excel.

Questions that accompany the social media research question:

1. If competitor uses Twitter...
 - a. How many followers do they have?
 - b. How often do they post content?
 - c. What type of content do they post?
 - d. Who re-tweets them?
2. If competitor is on LinkedIn...
 - a. How many people are following them?
 - b. How often do they post content?
 - c. What type of content do they post?
 - d. Do people comment on their posts?
3. If competitor is on Facebook...
 - a. How many followers do they have, or how many people are in their group?
 - b. How often do they post content?
 - c. What type of content do they post?
 - d. Do people comment on their posts?

Competitors	# of Twitter followers	Average # of daily Twitter posts in last 30 days
Your organization		
Competitor #1		
Competitor #2		
Competitor #3		

Informational Interviews Project

Skills Used:

1. Verbal communication (conducting interviews)
2. Computer skills (Word tables or Excel)
3. Planning and Scheduling (scheduling interviews)
4. The student will first need to invite colleagues to interviews, for which they will need to send a professional email. They can write their own and have supervisor check it, or use the template provided below.
5. Use Excel to store notes and analyze data
 - a. The student can use the Excel sheet to gather information from the interviews. They need to ensure they have this resource created prior to interviews and that they're comfortable using it to take notes and input data. This also means the student needs to ensure they select all of their questions prior to interviews, and have entered these questions in the Excel workbook.
 - b. Ensure that the student has at least several questions from which they can gather quantitative data so they can practice using formulas in Excel and conducting data analysis.
 - i. To learn how to run some basic formulas in Excel, Alexis can use this site: <https://support.office.com/en-us/article/Excel-2013-training-courses-videos-and-tutorials-aaae974d-3f47-41d9-895e-97a71c2e8a4a>
 - ii. They should access the following videos at the site above for guidance:
 1. Create your first Excel 2013 workbook
 2. Add numbers in Excel 2013
 3. Basic math in Excel
 4. Understand and use cell references
 - c. After conducting interviews, The student can run analysis on the quantitative items, including: average (=AVERAGE), sum (=SUM), range (=MIN, =MAX)
6. Extension: Host Jeopardy game (skills developed: Verbal Presentation)
 - a. For questions that are "Get to Know You" items, the student can create a Jeopardy game and have the team participate. Questions can be created from data collected during interviews. For example, "This person has a secret talent-they can play the piano." Teams would try and guess who this employee is.
 - b. This is another opportunity for the student to send a professional email to colleagues, inviting them to the Jeopardy game.
 - c. Use this free site to create a Jeopardy game: <http://www.superteachertools.us/jeopardyx/index.php>
7. Extension: Create a brochure of the information found
 - a. Another option is create a brochure that contains the information distilled from interviews. Brochure templates can be found on Microsoft Word by going to "File", "New," and searching for "Brochure."

Questions for Interviews:

Students may consider selecting a certain number of these questions (for example, select 5 questions that most appeal to you).

Professional Profile questions:

1. How would you describe your job? How would you describe your job in one sentence? One word?
2. If you could offer me just one piece of advice for my career that I would remember forever, what would it be?
3. What are the typical entry-level positions in this field?
4. What did you study in college?
5. If you have held previous jobs, what were the jobs that led you to your current position?
6. If you could go back to when you were my age, what are two things you would have done differently to help advance your career?
7. What are the three skills most important to success in this field?
8. What are the biggest challenges or frustrations about working in this field?
9. What part of your work do you most enjoy?
10. What is the most stressful part of your work?
11. Do you feel that your college experience made you prepared for the workforce? If yes, how so? If not, what did?
12. Why did you decide to enter this field?
13. What are the most important and common computer programs that you use?
14. Quantitative: how many years have you been working at NFF?
15. Quantitative: how many years of total professional experience do you have?
16. Quantitative: by your estimate, how many emails do you send in a day?
17. Quantitative: by your estimate, how many emails do you receive in a day?
18. Quantitative: about how many hours per day do you spend in front of a computer?
19. Quantitative: about how many meetings do you have during a typical week?

Get to Know Your Colleagues Questions:

1. Do you have any special talents?
2. What was your favorite cereal from your youth?
3. Where did you grow up?
4. Name 2 countries you would like to visit that you haven't, and 1 thing you would do in each.
5. What household chore do you hate doing?
6. If you could learn to do anything, what would it be?

Sample Professional Email Requesting an Interview

Dear _____,

My name is _____, and I am currently an intern at (your mentor's organization). I am working with (your mentor's name). As part of my internship experience, I hope to interview some of the professionals who work here. My goal is to learn more about the work that goes on in this organization, to understand how people came to acquire their current positions, and listen to any advice you may have for me as I start to develop my own career.

I am wondering if you would be willing and available to meet with me at any of the following days and times:

(Suggest days and times to meet here)

- *Example:* Tuesday, June 16 at 1:30 PM

If none of those work for you, let me know and I can make some other suggestions, or just let me know time that fits your schedule. I expect that the interview should take about 30 minutes.

Thank you for your time. I look forward to hearing from you.

Best,

(*Your name*)

Example for organizing notes from interview in a Word Table...

Interviewee:	Notes about response
1. How would you describe your job? How would you describe your job in one sentence? One word?	
2. What did you study in college?	
3. What are the three skills most important to success in this field?	
4. Why did you decide to enter this field?	
Interviewee:	Notes about response
1. How would you describe your job? How would you describe your job in one sentence? One word?	
2. What did you study in college?	
3. What are the three skills most important to success in this field?	
4. Why did you decide to enter this field?	
Interviewee:	Notes about response
1. How would you describe your job? How would you describe your job in one sentence? One word?	
2. What did you study in college?	
3. What are the three skills most important to success in this field?	
4. Why did you decide to enter this field?	