DELIVERING A SUCCESSFUL VIRTUAL INTERNSHIP EXPERIENCE

Gamma Iota Sigma
April 6, 2020
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GAMMA IOTA SIGMA

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GAMMA IOTA SIGMA

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GAMMA IOTA SIGMA
WHAT WE WILL COVER

- Benefits of Virtual Internships
- Preparing for the Internship
- Keys to a Successful Internship
- Q&A
Benefits of a Virtual Internship for Employers
Benefits of Virtual Internships for Employers

- Engage the next generation of talent
- Honor your commitment to hosting interns
- Help interns develop valuable skills and experience
- Leverage an expanded talent pool
- Bypass geographic constraints of candidate selection
- Recognize increased flexibility in internship schedules
- Take advantage of readily available support
- Minimize space and equipment expenses
- Eliminate intern housing and relocation expenses
- Continue to build employer on-campus brand
- Invest in the future of talent
PREPARING FOR THE INTERNSHIP
CHOOSE AN ONLINE COLLABORATION TOOL
DESIGNATE INTERNSHIP POINT-PERSONS
DESIGNATE INTERNSHIP POINT-Persons

- **Internship Supervisor**
  Day-to-day performance and tasks
- **Internship Coordinator**
  Program oversight and logistics
- **Intern Mentor**
  Guidance and motivation
DEVELOP AN INTERNSHIP SYLLABUS
### Sample Internship Syllabus

<table>
<thead>
<tr>
<th><strong>Department</strong></th>
<th></th>
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<tbody>
<tr>
<td>Property – Northeast</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Supervisor</strong></th>
<th></th>
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<tbody>
<tr>
<td>Mary Smith</td>
<td></td>
</tr>
<tr>
<td>Managing Director, Property – Northeast</td>
<td></td>
</tr>
<tr>
<td>GIS Insurance Brokerage</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:MarySmith@GISinsbrokerage.com">MarySmith@GISinsbrokerage.com</a></td>
<td></td>
</tr>
<tr>
<td>Phone: 555-555-5555</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th><strong>Dates</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Monday, June 1, 2020 – Friday, July 31, 2020</td>
<td></td>
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### Internship Objectives

At the conclusion of your internship, you should be able to:

- Understand the fundamentals of property insurance
- Understand the various departments and functions of GIS Insurance Brokerage
- Service property brokerage accounts
- Understand carrier partners’ risk appetites for habitational, manufacturing, and builders risk property accounts
- Market small property accounts
- Leverage your new network to knowledgeably pursue a career path in property insurance

### Schedule *(Note: All activities are virtual unless otherwise noted)*

<table>
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<tr>
<th>Week</th>
<th>Focus</th>
<th>Projects/Activities</th>
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<tbody>
<tr>
<td>Week 1: June 1-5, 2020</td>
<td>GIS Insurance Company overview, Systems overview</td>
<td>Onboarding with HR, Team welcome lunch, Intern event: Intern Meet-and-Greet, Corporate training checklist</td>
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## Internship Syllabus

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</thead>
</table>
| Week 1: June 1-5, 2020 | • GIS Insurance Company overview  
• Systems overview | • Onboarding with HR  
• Team welcome lunch  
• Intern event: Intern Meet-and-Greet  
• Corporate training checklist  
• Property department leader introductions |
| Week 2: June 8-12, 2020 | • Property department overview  
• Broker account support | • Property insurance 101  
• Shadow broker technical assistants  
• Begin servicing accounts  
• Intern webinar: Marketing Department  
• Intern project: Final presentation group assignments and topic selections |
| Week 3: June 15-19, 2020 | • Broker account marketing | • Shadow marketing specialists  
• Intern webinar: Ocean Marine Insurance  
• Continue servicing accounts |
CREATE A PERSONALIZED TRAINING PLAN
Compile essential internship information into an easy-to-navigate guide
Compile essential internship information into an easy-to-navigate guide

- Contact Information
- Instructions for First Day
- Links to Corporate Documents
CONFIRM TECHNOLOGY AND ACCESS
Keys to a successful internship
FACILITATE A ROBUST ONBOARDING AND ORIENTATION
FACILITATE A ROBUST ONBOARDING AND ORIENTATION

- MEETING WITH HR/INTERNSHIP COORDINATOR
- VIRTUAL TEAM LUNCH
- INTERN MEET-AND-GREET
- WELCOME FROM LEADERS
BUILD ORGANIZATIONAL COMMITMENT
BUILD ORGANIZATIONAL COMMITMENT

- Send a welcome packet
- Organizational involvement
- Add interns to employee distribution lists
- Consider an office visit
FACILITATE ONGOING COMMUNICATION AND FEEDBACK
FACILITATE ONGOING COMMUNICATION AND FEEDBACK

• PLAN REGULAR CHECK-INS
• ESTABLISH PREFERRED CHANNELS OF COMMUNICATION
• MONITOR WORKLOAD AND PROGRESS
DEVELOP THEIR NETWORK
DEVELOP THEIR NETWORK

- INTRA-DEPARTMENTAL MEETINGS AND PROJECTS
- ROTATIONAL OPPORTUNITIES
- JOB SHADOWING
- INTERN SWAP
- ADDITIONAL MENTORSHIP OPPORTUNITIES
Foster intern collaboration
FOSTER INTERN COLLABORATION

- **Joint projects/presentations within the organization**
- **Inter-organization intern collaborations**
- **Weekly challenges and games**
BUILD VIRTUAL INTERNSHIP PROGRAMMING
BUILD VIRTUAL INTERNSHIP PROGRAMMING

- **Weekly educational webinars**
- **Coffee & conversations with an executive**
- **Alumni panel**
- **Virtual book club**
- **Virtual wellness**
- **Online learning**
Finish strong
PARTING THOUGHTS

- PURSUE ADDITIONAL WAYS TO ENGAGE
GIS Michigan Virtual Career Fair

Presented by the Alpha Alpha Chapter and the Grand Chapter

April 15, 2020
1:00PM - 3:00PM EST
GIS Career Center

Job title, keyword...  Location
PARTING THOUGHTS

- PURSUE ADDITIONAL WAYS TO ENGAGE
- FOLLOW LABOR TRENDS AND STAFFING EXPECTATIONS
2020 Q1 ITERATION

Insurance Labor Market Study

Conducted by The Jacobson Group and Aon plc

Learn about current labor trends and staffing expectations for the next year.
PARTING THOUGHTS

- PURSUE ADDITIONAL WAYS TO ENGAGE
- FOLLOW LABOR TRENDS AND STAFFING EXPECTATIONS
- BE A PART OF THE CONVERSATION
RECRUITER ROUNDTABLE CONFERENCE CALLS

JOIN US NEXT WEEK TO DISCUSS COVID-19 AND THE ENSUING MARKET OUTLOOK, CHANGES TO INTERNSHIP PROGRAMS, AND OTHER RESILIENCE EFFORTS RELATED TO EARLY CAREER RECRUITING IN THIS UNCERTAIN TIME

• **TUESDAY, APRIL 7** AT 11:00AM OR 1:00PM EASTERN
• **WEDNESDAY, APRIL 8** AT 11:00AM OR 1:00PM EASTERN
• **THURSDAY, APRIL 9** AT 11:00AM OR 1:00PM EASTERN
QUESTIONS?
THANK YOU!