REMOTE WORK GUIDE

DETERMINE INTERN NEEDS IMMEDIATELY
Technology, office supplies, quiet spaces, etc.

GET TO KNOW YOUR INTERN!
Incorporate ice breakers, team building, and reflection activities throughout the internship. Learn about their interests and future goals.

SET UP A VIRTUAL MEET & GREET
Employer Tip: Prepare with the intern so they have questions prepared to ask the office. Large meetings can be daunting in virtual settings; this will allow the intern to feel confident entering the space. Consider planning an icebreaker!

SET REGULAR CHECK-IN MEETINGS
Can be brief and beneficial if they take place at both the beginning and the end of the interns’ shift. If working with a group these can be with the entire group, but still make time for a regular individual meeting.

INTEGRATE YOUTH VOICE & YOUTH CHOICE
Find out what motivates your intern and tailor projects in their interests, as available.

MAKE SURE INTERNS UNDERSTAND THE BIG PICTURE!
Employer Tip: It can be easy to focus on small tasks without connecting it to the larger picture especially when working remotely; make sure interns understand their impact.

SET CLEAR GOALS DAILY AND WEEKLY
Employer Tips: Make sure to break down projects into smaller tangible steps and set a timeline. Have a clear system to clock in and clock out.

SET COMMUNICATION NORMS:
What is the best way to communicate with each other (email, calls, texting, etc.)? How to request time off? What if they are having technology issues? Running late?

SAINT PAUL, MINNESOTA
VIRTUAL MEETINGS TIPS:
- Interns gain the opportunity to engage in collaborative projects
- Employers are able to offer larger projects and tailor the work to interns strengths and interests
- Interns gain a peer network which provides interns support system that they can lean on. This can result a higher quality of work and less work for the direct supervisor.

Hosting a cohort of interns versus 1 or 2 has many benefits including:
- Interns gain the opportunity to engage in collaborative projects
- Employers are able to offer larger projects and tailor the work to interns strengths and interests
- Interns gain a peer network which provides interns support system that they can lean on. This can result a higher quality of work and less work for the direct supervisor.

WORKING FROM HOME TIPS:
1. Keep Regular Work Hours
2. Separate Work Time and Personal Time
3. Plan Your Workflow
4. Break up the Day
5. Dress Like You’re at Work
6. Create an At-Home Office
7. Don’t Allow Roomies
8. Be Your Own Janitor
9. Tune in to Inspiration
10. Stay in the Loop

ADDITIONAL TOOLS:
- Menti - Interact with your audience using real-time voting.
- Jamboard - An interactive whiteboard system developed by Google.
- Miro - An easy virtual office space platform for visual collaboration.
- Monday.com - A collaborative project management platform.
- Kahoot - Test participants’ understanding in an interactive game.
- Quizlet - Make and study digital flashcards.
- Beautiful.ai - AI-powered presentation software that makes it fast and easy for anyone to build clean, modern, and professionally designed slides.

SUMMER 2020 REMOTE OPPORTUNITIES:
- Market Research
- Story Mapping
- Social Media Campaigns
- Scribing Consultations
- Developing Marketing Plans
- Incident Mapping
- Research
- Database Management
- Project Management
- Lesson Planning
- Writing Scripts for Marketing Videos
- Creating Flyers and Information Sheets Video Editing
- Graphic Design
- Project Management
- Community Outreach
- Professional Development