

Internal Training | Schedule Overview

It is important to remember that most interns are clueless when it comes to life in a professional office / business environment. It is unreasonable to expect them to fully comprehend all the intricacies of your business in 8-10 short weeks. Think of the summer as an extended job interview for both you and the intern. As detailed in the introduction, a recommended way to structure the internship is to use the first 4 weeks as internal training before turning them loose on a few projects over their last 6 weeks.

We have identified the primary functional areas of a typical TRSA operator / associate members business below. Obviously, there are differences within every business, and depending on the area of emphasis for your intern (Sales, Marketing, HR, Operations, etc.), you may want to structure their time spent in each area accordingly. A 4-week training schedule means you have 20 business days to organize and plan your intern’s schedule. To help you get started, we have put together a separate detailed training outline that you can edit based on your business (laundry operator or associate supplier). It is the Excel file in your packet designed to help you with the details of your training. (*Training_Outline_TRSA_Intern*).

Below is a chart you can use to create a general outline of your intern’s schedule before creating a more detailed version. Remember, it is not required to use 4 weeks (20 days) for internal training; you are welcome to use more or less. Before creating your detailed training schedule, outline the time spent in each area below – it will help you when you start to detail each day’s schedule.

Functional Areas of a Business					
	DAYS		DAYS		DAYS
Floor Production	2	Marketing / Promotion	1	Human Resources	.5
R&D	0	Outside Sales	3	Customer Service	1
Purchasing	.5	Customer Service	1	Legal	0
Route Service	10	Accounting	.5	IT	.5

**Example of a 4-week training schedule (20 days)*