



YMCA INTERNATIONAL TRAINING & INTERNSHIP PROGRAMS

TRAINING/INTERNSHIP PROGRAM PLAN

An acceptable Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (*i.e. classes, individual instruction, shadowing, etc.*). Each phase must build upon the previous phase to show a progression in the training. **A separate copy of this page must be completed for each phase** (*i.e.: if the trainee/intern is rotating through different departments*).

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|--|-------------------------------|
| Name of Trainee/Intern (Last, First, MI) | Field of Training/Internship: |
|--|-------------------------------|

| | | | |
|----------------|----------------------|--------------------|------------------|
| Name of Phase: | Start Date of Phase: | End Date of Phase: | Phase # __ of __ |
|----------------|----------------------|--------------------|------------------|

Specific Objectives for This Phase:

Skills to be imparted for this phase:

Justification for on-the-job training:

Chronology or Syllabus of Training or Tasks to be Performed During This Phase:

Method of Evaluation and the Frequency of Supervision During This Phase: