

Training & Development Project-Based Summer Internship

Next Conversation Coaching, LLC

Charlotte, NC

Unpaid Internship with Bonus Potential

Summary:

Next Conversation Coaching, LLC is a Charlotte-based company looking for eager interns to support our growing business needs during the summer of 2023. The goal of this program is to help further develop and apply your learning and skills in a business setting.

As an intern, you will work closely with leadership and will complete a specialized project. At the end of the internship, you will have a portfolio of work that highlights your expertise and experience. Next Conversation Coaching, LLC is dedicated to developing successful leaders, and we strive to make this internship as relevant, useful, realistic and informative as possible.

Project Overview

- Review training content using the lens of adult learning principles
- Provide recommendations to enhance course offerings
- Provide recommendations on how content can be adjusted based on course length (add content for more time and reduce content for longer sessions)
- Format and align training content to ensure a consistent look, feel and experience
- Review and evaluate the training measurement strategy, as well as the visuals for demonstrating ROI
- Create a 1-page overview for each course
- Create a print and online course catalog (combine all course offerings into one document)
- Capture and document client success stories
- There will opportunities to attend networking events, as appropriate

Capabilities for Success:

- Ability to work asynchronously, in a remote environment
- Excellent written and verbal communication skills
- Highly organized
- Ability to prioritize and meet deadlines
- Proficient in Microsoft Office
- 20 hours a week, from Jun 1st-August 15th