

ParaLife Internship Program
26-Week Scheduling Program

Internship Structure:

- **Duration: 26 Weeks**
 - **Daily Commitment: 6 Hours**
 - **On-the-Job Learning, Mentorship, & Field Assessments**
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Scheduling Internship Lesson Plan

Phase 1: Scheduling Fundamentals & Optimization (Weeks 1-6)

- **Week 1: Introduction to scheduling roles and responsibilities**
 - **Understanding scheduling software and systems**
 - **Learning industry best practices for scheduling efficiency**
 - **Field observation: Shadowing a senior scheduler**
- **Week 2: Workforce planning and demand forecasting**
 - **Understanding workforce availability and shift rotations**
 - **Balancing efficiency and service demand**
 - **Field task: Assisting with real-time shift adjustments**
- **Week 3: Hands-on scheduling simulations and software training**
 - **Creating basic shift schedules**
 - **Practicing real-time schedule modifications**
 - **Field task: Handling minor schedule adjustments under supervision**
- **Week 4: Managing last-minute changes and high-demand periods**
 - **Conflict resolution strategies for scheduling issues**
 - **Adjusting to emergency situations in real-time**
 - **Field task: Managing live scheduling conflicts**
- **Week 5: Introduction to compliance and labor laws in scheduling**

- Understanding legal regulations for work shifts
- Hands-on review of scheduling policies
- Field task: Ensuring compliance in real-world scheduling scenarios
- Week 6: Mid-program assessment and performance review
 - Reviewing progress and identifying improvement areas
 - Field task: Conducting a full scheduling shift under supervision

Phase 2: Advanced Scheduling Strategies (Weeks 7-12)

- Week 7: Handling complex scheduling needs and multiple job roles
 - Assigning multiple positions per shift
 - Balancing workload across teams
 - Field task: Creating a schedule for a multi-department team
- Week 8: Data-driven scheduling improvements
 - Using analytics to identify inefficiencies
 - Forecasting peak service times and adjusting schedules accordingly
 - Field task: Presenting a data-driven scheduling improvement plan
- Week 9: Coordinating schedules between dispatchers, drivers, and clients
 - Communicating effectively between departments
 - Hands-on practice in real-world coordination
 - Field task: Managing a multi-party scheduling challenge
- Week 10: Managing workforce constraints and optimizing scheduling gaps
 - Handling absenteeism and sudden workforce shortages
 - Field task: Creating backup staffing plans
- Week 11: Real-world scheduling case studies
 - Reviewing successful and failed scheduling models
 - Learning from industry best practices
 - Field task: Implementing an improved scheduling strategy

- **Week 12: Mid-program evaluation and real-world implementation**
 - **Assessing scheduling efficiency improvements**
 - **Field task: Running an entire shift independently**

Phase 3: Complex Scheduling Scenarios & Problem Solving (Weeks 13-18)

- **Week 13: High-demand transportation scheduling**
 - **Managing multiple high-priority routes**
 - **Field task: Creating a high-traffic scheduling plan**
- **Week 14: Emergency rescheduling and demand forecasting**
 - **Adjusting schedules for last-minute emergencies**
 - **Field task: Implementing real-time schedule changes**
- **Week 15: AI-based scheduling tools and efficiency strategies**
 - **Leveraging automation for better scheduling**
 - **Field task: Testing an AI-driven scheduling tool**
- **Week 16: Cost-effectiveness in scheduling decisions**
 - **Budgeting and resource allocation strategies**
 - **Field task: Creating an optimized budget-driven schedule**
- **Week 17: Real-time adjustments and efficiency tracking**
 - **Managing schedules during service disruptions**
 - **Field task: Identifying efficiency gaps and proposing solutions**
- **Week 18: Independent scheduling assessment and performance review**
 - **Managing a full day of scheduling with minimal supervision**
 - **Field task: Preparing a scheduling efficiency report**

Phase 4: Extended Training & Fieldwork (Weeks 19-24)

- **Week 19-20: Independent scheduling shifts with review**
 - **Handling full scheduling shifts solo**
 - **Field task: Evaluating performance and areas for improvement**

- **Week 21-22: Managing peak service hours and seasonal scheduling adjustments**
 - **Creating effective schedules for seasonal changes**
 - **Field task: Preparing a holiday scheduling plan**
- **Week 23-24: Final scheduling mentorship and review**
 - **Receiving final feedback from mentors**
 - **Field task: Implementing efficiency improvements in real-time scheduling**

Phase 5: Final Assessment & Certification (Weeks 25-26)

- **Week 25: Running an independent full scheduling shift**
 - **Managing shift assignments and modifications solo**
 - **Field task: Managing real-time scheduling adjustments**
- **Week 26: Certification exam, final project, and job placement review**
 - **Presenting a scheduling optimization plan**
 - **Final evaluation from senior scheduling professionals**

Completion & Certification:

Upon successfully completing the internship, each intern will receive:

- **A Certificate of Completion**
- **A performance review summary**
- **Potential job placement opportunities within ParaLife**