

INTERNSHIP CURRICULUM OVERVIEW

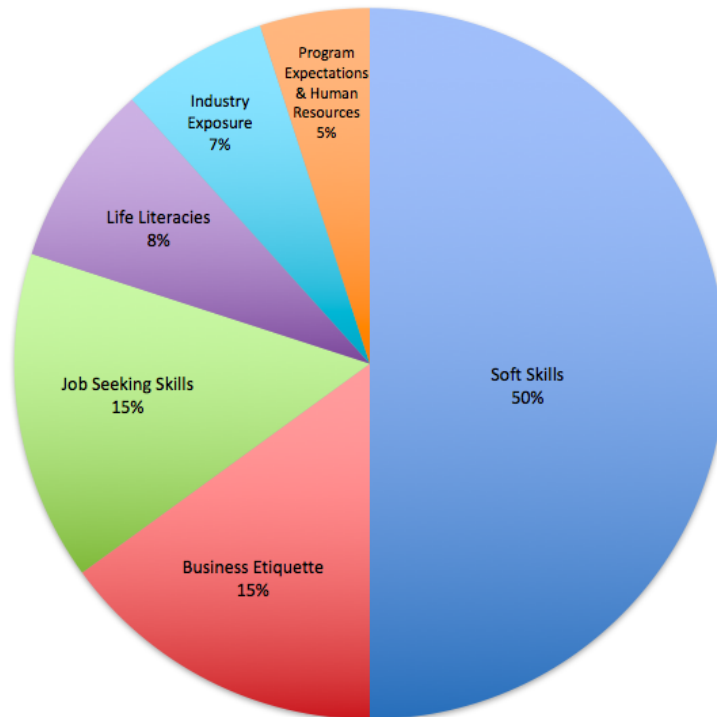
Summary

The YouthForce NOLA Internship Training is focused on developing participants' soft skills and other work readiness skills to ensure they are prepared for their internships and the world of work overall. The training curriculum includes professional development sessions, interactive group activities, special events, and independent work time to build and practice key skills, deepen understanding of our target industry clusters, develop essential knowledge, and increase confidence in advance of internship placements.

Curriculum Breakdown

The training curriculum is comprised of six major units:

- Soft Skills (Building Blocks for Success + Hirability Skills)
- Business Etiquette
- Job Seeking Skills
- Life Literacies
- Industry Exposure
- Program Expectations & Human Resources



Key Topics Covered by Unit

- **Soft Skills** (focused on MHA Lab’s skill frameworks: The Building Blocks The Hirability Core)
 - **The Building Blocks**¹
 - Personal Mindset
 - Planning for Success
 - Social Awareness
 - Communication
 - Collaboration
 - Problem Solving
 - **The Hirability Core**²
 - Professional Attitude (*workplace Personal Mindset*)
 - Time Management (*workplace Planning for Success*)
 - Team Work Ethic (*workplace Collaboration*)
 - Core Problem Solving (*workplace Problem Solving*)
- **Job Seeking Skills**
 - Personal pitch
 - Networking
 - Interview skills
 - Company research
 - Resume overview + workshop
 - LinkedIn
- **Business Etiquette**
 - Business communication, incl. email etiquette
 - Handshakes, greetings, and small talk
 - Professional dress
 - Netiquette
 - How to close out an internship
- **Life Literacies**
 - Digital Literacy, incl. Google Suites, and email basics
 - Financial Literacy, incl. banking basics, budgeting, saving
 - Scheduling, incl. digital calendar management
- **Industry Exposure***
- **Program Expectations***

**Note: Some lessons, especially in the Industry Exposure and Program Expectations units, are specific to the YouthForce Internship (YFI) program or the Greater New Orleans region. These lessons are clearly identified in the curriculum bank, and each program is encouraged to create their own versions. We provide the YFI versions as examples and inspiration. The remaining lessons can be used as-is or customized.*

¹ To learn more about the Building Blocks and how this framework was developed, check out <https://mhalabs.org/skill-building-blocks/>

² See the full list of Hirability Skills [here](#)