

**Welcome!** While you wait for the workshop to begin, please take note of these instructions:

- **Be mindful** - Keep your mics *muted* and cameras *off by default*. Instead, use the chat box for communication, asking questions & getting tech support.
- *Once the workshop begins, if you **can't hear audio**, ask yourself these 3 questions:*
  - 1) Have I connected to audio?** If not, go to the Audio tab at the top of the screen and connect through your computer. *If that doesn't work,*
  - 2) What type of device am I using?** Laptops or desktops work best, tablets normally don't connect. *If you aren't on a tablet, ask yourself:*
  - 3) Did I download the temporary WebEx application when prompted upon logging in - or am I using WebEx through an internet browser?** Downloading the app normally solves sound issues experienced when accessing workshops through the browser

# How to Succeed at a Virtual Internship



## SERVICING THE ENGLISH-SPEAKING COMMUNITY FOR ALMOST 25 YEARS

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### Our Mission

- As a not-for-profit organisation, YES enriches the community by providing English language support services to help Quebecers find employment and start and grow businesses.

Successful futures start with



# **Partnering with the McGill Arts Internship Office**



# Short Introductions

- First name
- Major
- Name of Internship Organization

**Internship Success Could be...**



# **If you succeed at these, you will succeed at your Internship!**

- Adaptability to the Internship
- Being Coachable
- Taking Initiative
- Project Management
- Organization
- Communication

# Adaptability to the Internship

## 1<sup>st</sup> Observe the norms of the organization

- if you observe that they make recommendations through emails and not at meetings, can you adapt successfully to this?
- Does “change” happen a lot? Can you respond (instead of react) positively to the change?
- Are you able to adjust your style of working to meet the needs of the organization?



# Being Coachable

- Are you easily coachable? (do you listen effectively to the coaching, adapt to it, and build on it?)
- Are you open-minded and willing to try new ways of learning?
- Will you take constructive feedback well?
- Will you take on the hard work of personal reflection?
- Do you want to grow as an intern/employee?

# Taking Initiative

- Did you offer your supervisor and colleagues support?
- Did you conduct a SWAT Analysis when you had no tasks?
- Did you introduce yourself?
- Did you volunteer for projects and/or grunt work?

# Project Management

- Did you manage your projects well—were you organized, did you follow-up, did you understand the resources at your disposal?
- Are you familiar with the project management tools out there (Trello, MS Project, Slack, Asana, Evernote, BaseCamp etc)?

# Organization

- Did you stay organized by using spreadsheets and a calendar?
- Did you procrastinate? (eat the frog, timer)
- Did you create to do lists?
- Did you prioritize tasks?

# Communication

- Did you regularly use the communication Platform?
- Did you schedule regular check-ins with your supervisor (once a day or once a week) if they didn't organize them?
- Did you figure out how your supervisor/team like to communicate?
- Did you ask for clarification in person or in writing?

**How do you succeed  
at all that?**

**By setting daily and weekly goals!**

yes

# Q&A Period

# 5-PART VIRTUAL INTERNSHIP WORKSHOP SERIES June 25 - July 23

June 25

How to Ace a Video Internship Interview

10:00 - 11:00AM | [bit.ly/mcgillaceinterview](https://bit.ly/mcgillaceinterview)

July 2

How to Shine as an Engaged Intern during a Virtual Meeting

10:00 - 11:00AM | [bit.ly/mcgillengaged](https://bit.ly/mcgillengaged)

July 9

How to Stay Motivated during a Virtual Internship

10:00 - 11:00AM | [bit.ly/mcgillmotivated](https://bit.ly/mcgillmotivated)

July 16

How to Foster Professional Relationships while Interning Virtually

10:00 - 11:00AM | [bit.ly/mcgillfoster](https://bit.ly/mcgillfoster)

July 23

How to Succeed at a Virtual Internship

10:00 - 11:00AM | [bit.ly/mcgillsucceed](https://bit.ly/mcgillsucceed)



# Good Videos

- How to be Successful at a Virtual Internship! | The Intern Queen [https://www.youtube.com/watch?v=QF4\\_m4A8GTs](https://www.youtube.com/watch?v=QF4_m4A8GTs)
- How To Add Value and Stand Out at Your Virtual Internship | The Intern Hustle [https://www.youtube.com/watch?v=sl\\_NimsUPjM](https://www.youtube.com/watch?v=sl_NimsUPjM)
- How to Succeed at Your Internship | The Intern Hustle <https://www.youtube.com/watch?v=-uSOLKrRmE4>
- The BEST Internship Advice! | The Intern Queen <https://www.youtube.com/watch?v=UHfCKBqn97E>
- How to Succeed at a Virtual Internship | Virtual Internships <https://www.youtube.com/watch?v=bw0WKdrDvfU>



# Reference Page

- [https://www.youtube.com/watch?v=QF4\\_m4A8GTs](https://www.youtube.com/watch?v=QF4_m4A8GTs)
- [https://www.youtube.com/watch?v=sI\\_NimsUPjM](https://www.youtube.com/watch?v=sI_NimsUPjM)
- <https://www.youtube.com/watch?v=-uSOLKrRmE4>
- <https://www.youtube.com/watch?v=UHfCKBqn97E>
- <https://www.youtube.com/watch?v=bw0WKdrDvfU>
- <https://www.timecamp.com/blog/2018/01/project-management-tools-students/>
- <https://www.internqueen.com/how-stay-organized-during-busy-semester>