

# Professional Internship Australia Training Plan - SAMPLE

<b>Office Use only</b> Representative Name Country: Date (day/month/year):
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Intern's Details	
<b>Last Name:</b> Smith	<b>First Name:</b> Laura
<b>Nationality:</b> Swedish	<b>D.O.B:</b> 24/05/1981

Host Company Details	
<b>Host Company Name</b> FNW	<b>ABN</b> XXXXXX XXXXX
<b>Street Address</b> 57, Kent Street	<b>City</b> Sydney
<b>Postal Code</b> 2000	<b>State</b> NSW
<b>Main telephone</b> 936844567	<b>Fax</b> 936844567
<b>Intern's supervisor</b> Sarah Johnes	<b>Position</b> Marketing Manager
<b>Direct telephone</b> 936844567	<b>E-mail</b> sarah@xxxx.com.au
<b>Mobile</b> 0405053675	<b>Fax</b> 936844567
<b>Company profile</b>  FNW is a unique international marketing consultancy helping companies to sell into new Asian markets quickly and effectively.  Our collective experience in business development and market research spans many industries and Asian countries. FNW's clients include both established and fast growing companies from the USA, Australia, Germany, Italy, Benelux and the UK, as well as government agencies.  Our Key services includes: <ul style="list-style-type: none"> <li>• Save you the time and cost of sorting the wheat from the chaff</li> <li>• Ramp up your Asian sales without permanent overheads. Present your offer in the right way and in the language of your target audience</li> <li>• Uncover and act on new business opportunities before your competitors</li> <li>• Obtain critical and up-to-date local market intelligence</li> <li>• Use your sales resources more effectively to close deals rather than to prospect for them</li> <li>• Communicate with your new partners &amp; customers in their language - EFFECTIVELY because we are committed to your success.</li> </ul>	

AIFS Internship Consultant Details	
<b>Last Name:</b> Barker	<b>First Name:</b> Felicity
<b>General Phone:</b> 028235 7000	<b>Direct Phone:</b> 028235 7000
<b>Address:</b> Second Floor, 91 York Street	<b>Email:</b> internship@aifsaustralia.com
<b>Postal Code:</b> 2000	<b>City:</b> Sydney
	<b>State:</b> NSW

## Internship Conditions

<b>Start Date:</b> 20/07/2006	<b>Finish Date:</b> 30/06/2007
<b>Hours of Internship:</b> 8.30am to 5.30am	
<b>Total length of placement</b> <u>50</u> weeks	
<b>Department:</b> Marketing	
<b>Specific Requirements:</b> The intern must speak at least one Asian language.	
<b>Terms of the Internship:</b> The Internship is unpaid <ul style="list-style-type: none"> <li>• Hours are 8.30 to 5.30 – Monday to Friday</li> <li>• Benefits: The host company will pay for Marie's transport</li> <li>• Laura will be fully covered for public liability insurance by AIFS for the 50 weeks placement beginning on the 20/07/2006</li> </ul>	

## Intern's Training Plan

<b>Type of Internship:</b> Marketing Internship
<b>Intern's role</b> <ul style="list-style-type: none"> <li>• Preparing a marketing study for a new client</li> <li>• Research into markets and potential partners</li> <li>• Liaise with clients and distributors</li> <li>• Design of charts, tables and presentations</li> <li>• Create a new database to approach new distributors</li> </ul>
<b>Internship relevance to studies</b> <p>Laura's Marketing studies complement very well with the host company profile and the role she will be developing. Laura will have the opportunity to apply her knowledge and gain a better understanding of what an international business is comprised of. Marie will liaise with all our clients and interact with all the relevant parts of our business.</p>
<b>Learning objectives for the Intern</b> <ul style="list-style-type: none"> <li>• Design a Marketing campaign</li> <li>• Learn how to approach a new market and research into its possibilities</li> <li>• Interact and negotiate with clients in an international level</li> </ul>
<b>Describe the methods of training the Intern will receive and regular reviews</b> <p>Laura will be responsible for a specific project, which she will have to manage. Laura's supervisor will have weekly reviews with her and give some direction in how to approach the problems she is encountering with her specific project.</p>
<b>Core competencies that the Intern should possess by the completion of the Internship</b> <ul style="list-style-type: none"> <li>• Negotiating skills</li> <li>• Good understanding of Marketing principles</li> <li>• Solid strategic skills</li> <li>• Ability to work independently as well as within a team</li> </ul>