

Organizational & Staff Development

# Staff Development INTERNSHIP



## Minimum Knowledge, Skills & Abilities

- Current enrollment in an undergraduate or graduate degree program
- Preference will be given to students pursuing a degree related to Training and Development such as: Education, Business, Training & Development, Human Resources, or Industrial/Organizational Psychology
- Considerable interpersonal, oral and written communication skills
- Ability to work independently or in groups
- Proficiency in Microsoft Office (especially, PowerPoint & Word) is preferred

To apply visit

[www.ct.gov/opm/internship](http://www.ct.gov/opm/internship)

OR

Contact: **Claire M. Nolin Ph.D.**,  
Director of Organizational & Staff  
Development

Email: [claire.nolin@ct.gov](mailto:claire.nolin@ct.gov)

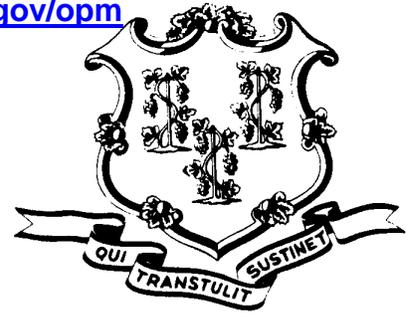
Phone: (860) 418-6350

*The deadlines for applications are as follows: Fall 2009- August 1, 2009; Spring 2010- December 1, 2009; Summer 2010- April 1, 2010. Late applications will be considered.*

## Learn Valuable Job Skills & Experience

As an intern in the OPM Organizational and Staff Development Unit, you will gain valuable experience in training and development in a governmental setting. In addition to helping to develop training programs by working with the Unit's staff, you will have opportunities to collaborate with other OPM staff members as well. This internship is un-paid and is a minimum of 10 hours per week. Visit us on the web:

[www.ct.gov/opm](http://www.ct.gov/opm)



## Interns will have opportunities to:

**Gain experience in training within a governmental setting** – See some of the methods and techniques that the State of Connecticut employs to train agency staff.

**Co-facilitate or attend training sessions** – Learn first-hand from training professionals how to keep learners engaged and interested in the topic.

**Attend statewide meetings for the CT Training and Development Network** – Learn techniques that other agencies use to train employees and see presentations on a variety of training topics.

**Learn about challenges that revolve around training issues** – Examine some common challenges for trainers as well as special challenges that arise in a public/governmental setting.

**Refine current training programs offered at OPM** – Help members of the Organizational and Staff Development Unit to evaluate and continually refine training programs in order to meet the changing needs of agency staff.

**Learn about instructional design** – Discover methods used in instructional design while assisting in the revision of Train-the-Trainer curriculum.

**Work with other interns on agency-wide projects** – Build relationships while working on a project.

**Network with subject matter experts** – Learn the latest trends in training and development from experts in the field.