

Organizational & Staff Development

Computer Training INTERNSHIP

Learn Valuable Job Skills & Experience

As a computer training intern in the OPM Organizational and Staff Development Unit, you will work in collaboration with other professional staff to develop and conduct training sessions to prepare agency staff for the transition from Microsoft Office 2003 to Microsoft Office 2007. Qualified candidates must be proficient in Microsoft Office 2007. This internship is un-paid and is a minimum of 10 hours per week. Visit us on the web: www.ct.gov/opm



Interns will have **opportunities to:**

Minimum Knowledge, Skills & Abilities

- Must be proficient in Microsoft Office 2007
- 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

To apply visit

www.ct.gov/opm/internship

OR

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

Email: claire.nolin@ct.gov

Phone: (860) 418-6350

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

Provide one-on-one tutoring – Share your knowledge of Microsoft Office 2007 with state employees and enhance your skills in coaching.

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.

Learn about the Legislative Process for the State of Connecticut – Discover what role OPM has in the Legislative Process and how hard work at OPM translates into legislative action.

Work with other interns on agency-wide projects – Build relationships with the other interns as well as learn about each person's unique experience.

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

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.