



Prompt: Generate a Training Plan for Any Internship

Instructions:

I am developing a training plan for an internship program. Please create a structured training plan that includes:

- A brief program overview
- Weekly or phase-based training objectives (aligned with Bloom's Taxonomy)
- Hands-on learning activities
- A simple 1–4 performance assessment scale based on the objectives

Here is the input information:

- **Internship Title:** [INSERT JOB TITLE]
- **Primary Responsibilities:** [COPY/PASTE FROM JOB DESCRIPTION OR LIST 3–5 TASKS]
- **Length of Internship:** [NUMBER OF WEEKS]

The goal is to help the intern become job-ready by the end of the program. Use clear formatting with sections and headings, and tailor the training to the tasks provided. The assessment scale should use the following structure:

- 1 – Needs Improvement:** Rarely meets expectations or requires frequent supervision
- 2 – Developing:** Sometimes meets expectations with some support
- 3 – Proficient:** Consistently meets expectations independently
- 4 – Advanced:** Exceeds expectations and demonstrates leadership or insight

EXAMPLE: This prompt was to develop a training plan for Organizational Development Intern by copying in the primary responsibilities from the job description and set length at 10 weeks. This was the result (without any edits):

Organizational Development Intern Training Plan

Program Overview:

The Organizational Development Internship is a 10-week program designed to develop skills in talent management, training support, and learning system administration. Interns will gain hands-on experience in supporting organizational learning processes, administering digital training platforms, and contributing to talent development initiatives.

By the end of the program, interns will demonstrate proficiency in supporting the Talent Card process, managing content within a Learning Management System (LMS), and assisting with the development and delivery of effective training programs.

Program Structure & Weekly Objectives

Weeks 1–2: Orientation & Foundations

Objectives (Bloom's: Remember & Understand):

- Describe the company's mission, values, and organizational structure.
- Explain the purpose and structure of the Talent Card process.
- Identify key components and functions of the Learning Management System (LMS).

Activities:

- Attend onboarding and orientation sessions.
- Shadow team members involved in training and development.
- Review existing Talent Card materials and process documentation.
- Complete LMS navigation exercises and practice uploading content.

Weeks 3–4: Talent Card Process Support

Objectives (Bloom's: Apply & Analyze):

- Apply knowledge of the Talent Card process to assist with updates and data entry.
- Analyze common issues or questions related to Talent Cards and propose solutions.

Activities:

- Assist in updating Talent Card information for selected departments.
- Observe and document the workflow of Talent Card reviews.
- Respond to mock or real inquiries under supervision.
- Participate in meetings to discuss system improvements.

Weeks 5–6: Training Development & Support

Objectives (Bloom's: Apply & Create):

- Support the development and improvement of training materials.
- Assist with the coordination and execution of training sessions.
- Create simple job aids or training resources under supervision.

Activities:

- Research best practices in adult learning and training design.
- Help facilitate at least one training session or workshop.
- Draft or edit a job aid, PowerPoint deck, or e-learning outline.
- Gather participant feedback and summarize key takeaways.

EXAMPLE

Weeks 7–8: Learning Management System Administration

Objectives (Bloom's: Analyze & Evaluate):

- Evaluate training courses for accuracy, engagement, and completion metrics.
- Administer updates to LMS content following organizational standards.

Activities:

- Audit LMS course data for accuracy and relevance.
- Enroll participants in training programs and track progress.
- Generate LMS usage and completion reports.
- Recommend enhancements based on data findings.

Weeks 9–10: Integration & Final Project

Objectives (Bloom's: Create & Evaluate):

- Design and present a final project summarizing contributions and lessons learned.
- Evaluate personal growth and identify future development goals.

Activities:

- Compile a presentation outlining achievements and process improvement ideas.
- Conduct a brief training or demonstration related to one internship task.
- Participate in a final evaluation meeting with mentors and HR.

Performance Assessment Scale

Rating	Descriptor	Description
1	Needs Improvement	Rarely meets expectations or requires frequent supervision. Demonstrates limited understanding of tasks.
2	Developing	Sometimes meets expectations with some support. Shows growing confidence and accuracy.
3	Proficient	Consistently meets expectations independently. Demonstrates solid understanding and reliability.
4	Advanced	Exceeds expectations, demonstrates initiative, and provides valuable insights or leadership.

Evaluation Method:

Each week, the supervisor will assess progress using this 1–4 scale across key areas:

- Task competence (e.g., Talent Card updates, LMS administration)
- Communication and teamwork
- Initiative and problem-solving
- Professionalism and reliability

End-of-Program Outcome

By the conclusion of the 10-week internship, the intern will be able to:

- Independently perform core functions of the Talent Card process and LMS management.
- Contribute to the design and delivery of organizational training initiatives.
- Demonstrate professional communication, initiative, and continuous improvement mindset.