**ONE – Overview**

**TOOLS & TECHNOLOGY INTERN WILL USE**

Calculators Microsoft Word

Computers Microsoft Excel

Internet Research Microsoft PowerPoint

Audio/Visual Aids Training Resources

**SKILLS INTERN WILL PRACTICE**

Active Listening Critical Thinking

Reading Comprehension Time Management

Social Perceptiveness Writing

Monitoring Speaking

Complex Problem Solving

**ABILITIES INTERN WILL PRACTICE**

Written Comprehension Deductive Reasoning

Oral Expression Written Expression

Speech Clarity

**WORK ACTIVITIES**

Oral Expression

Oral Comprehension

Problem Sensitivity

Written Comprehension

Inductive reasoning

Deductive Reasoning

Speech Clarity

Written Expression

Organizing, Planning, and Prioritizing Work

Documenting and Recording Information

Performing Administrative Duties

Communicating by Phone, Letters, and e-mail

* Executive Reports
* Compliance Reviews
* Meeting Minutes
* Presentations
* Agenda Items
* Special Events
* Special Projects
* Financial Reports
* Emergency Planning
* Grant Research
* Legislative Reports
* Policy Research
* Assessments and Evaluations
* Retreat Planning
* Data Entry

**TWO – Learning Objectives**

* Basic understanding of the role of City Management
* Functional knowledge of:
  + Sustainability
  + Special Events
  + Education and Community Collaboration
  + Government Affairs
  + Organizational Development
  + Grant Management
  + Administration
* Ability to write reports for an executive team
* Ability to communicate with an executive team

**MEASURES**

* Create a report and present to the City Manager
* Positive review by direct and indirect supervisors