**Economic Development**

**TOOLS & TECHNOLOGY INTERN MAY USE**

Calculators Microsoft Word

Computers Microsoft Excel

Internet Research Microsoft PowerPoint

Audio/Visual Aids NRS

GIS – Mapping ACT/ED Database

**SKILLS INTERN WILL PRACTICE**

Active Listening Critical Thinking

Reading Comprehension Time Management

Social Perceptiveness Writing

Monitoring Speaking

Complex Problem Solving

Real Estate and Business Law Principles

**ABILITIES INTERN WILL PRACTICE**

Written Comprehension Deductive Reasoning

Oral Expression Written Expression

Speech Clarity

**WORK ACTIVITIES**

Collecting and Analyzing Data

Report Analysis

Reviewing/Interpreting Applicable Laws, Codes, Regulations and Policies

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

**ONE – Overview**

* Research and Analysis – General Economic Development
* Research parcels for Business Park Development
* Property Analysis (value, ownership, change of title)
* Client relationships
* Market programs
* Real estate acquisition
* Monitor/Evaluate program budget
* Work with consultants

**TWO – Learning Objectives**

* Read / understand local contract agreements
* Read / understand Nevada Revised Statutes
* Interpreting contract language

**MEASURES**

* Teach back
* Written Test
* Intern Self Evaluation
* Preceptor Evaluation

**Administration and Marketing**

**ONE – Overview**

**TOOLS & TECHNOLOGY INTERN WILL USE**

Calculators Microsoft Word

Computers Microsoft Excel

Internet Research Microsoft PowerPoint

Audio/Visual Aids Training Resources

Windows Media ACT/Database

Microsoft Publisher Microsoft Visio

Windows DVD Maker

**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

* Policy and procedures
* Social Media
* Marketing
* Clerical support

**TWO – Learning Objectives**

* Read / understand local contract agreements
* Revise policy and procedures
* Clerical support - answer phones, filing

**MEASURES**

* Teach back
* Written Test
* Intern Self Evaluation
* Preceptor Evaluation

**Neighborhood Development**

**TOOLS & TECHNOLOGY INTERN WILL USE**

Calculators Microsoft Word

Computers Microsoft Excel

Internet Research Microsoft PowerPoint

Audio/Visual Aids Training Resources

ITUS ACT/Database

**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

**ONE – Overview**

* Inspect dwellings to identify substandard conditions
* Research grants
* Davis/Bacon Survey
* Interviews
* Data entry for division archive system

**TWO – Learning Objectives**

* Housing development
* Rehabilitation
* Real estate appraisal methods
* Read / understand local contract agreements
* Interpreting contract language
* Understand consultation techniques
* Identify grant needs
* Technical support
* Audit/Monitor current grants
* Compliance with insurance requirements
* Review preliminary title reports, energy audits

**MEASURES**

* Teach back
* Written Test
* Intern Self Evaluation
* Preceptor Evaluation

**Parking**

**TOOLS & TECHNOLOGY INTERN WILL USE**

Calculators Microsoft Word

Computers Microsoft Excel

Internet Research Microsoft PowerPoint

Audio/Visual Aids Training Resources

Parking System

**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

**ONE – Overview**

* Patrols city streets and facilities

**TWO – Learning Objectives**

* Review/prepare reports
* Understand parking regulations where applicable to

Non-moving vehicles

* Understand traffic control safety and OSHA in industry

Safety

* Understand high traffic/congestion areas
* Investigates and documents reports on hazardous vehicles
* Read / understand local contract agreements
* Learn mediation process / techniques
* Learn Arbitration process / preparations
* Learn investigation protocol
* Conducting interviews and hearings
* Understand corrective action
* Interpreting contract language
* Understand consultation techniques

**MEASURES**

* Teach back
* Written Test
* Intern Self Evaluation
* Preceptor Evaluation