

First one-on-one with an intern

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This agenda will set the scene for a meaningful one-on-one conversation with your intern on their first day of work.

- Discuss the user manuals**

Summary:

Next Steps:

- What are your career goals?**

Summary:

Next Steps:

- What are 3-4 skills you'd like to develop in this internship?**

Summary:

Next Steps:

- How can I help support you in achieving your goals during this internship?**

Summary:

Next Steps:

- Guidance on your role and impact**

Summary:

Next Steps:

- Do you have any questions regarding your onboarding process?**

Summary:

Next Steps:

- What can I do between now and our next one-on-one to support you?**

Summary:

Next Steps:

- What day/time works for our recurring meeting?**

Summary:

Next Steps:
