



Virginia Chamber of Commerce Work-based Learning Spotlight

Name of Company – Learning Tree International, Inc.

Description of the company: Learning Tree is the premier global developer of skills and talent, increasing organizational performance and impact.

Tell us about your company's internship/apprenticeship/returnship program(s).

Every summer, starting in late May, Learning Tree sponsors a 10-week internship which may be extended if the scope of work is continued, and the intern's school workload allows.

Our internship program is structured to build a pipeline for future hires while developing the management skills of existing staff. Projects and scope of work selected for each intern allow for Learning Tree to advance short-term goals while providing an assignment that helps the intern learn new skills, grow professionally and gain insight for future career decisions.

What is something that is interesting or innovative about your internship/apprenticeship/returnship program that you would want colleges/high school students to know about?

With a focus on providing a rewarding and impactful experience for interns, direct access to senior leadership in executive roundtable events is provided. Sessions cover key topics such as CEO Insights, Communication Skills, Understanding Social Media, Career and Job Search Skills, and a meeting with the Chairman of the Board.

All interns receive a Learning Tree course of their choosing, which allows them to advance their knowledge, skills, and ability while providing the company with feedback on their experience. At the end of their program, interns formally present their projects and what they have learned. They seem to enjoy this as it allows them to highlight their contributions and improve their communication skills with the entire leadership team.

What kinds of work assignments are interns/apprentices responsible for at your company?

This year the work assignments cross over the majority of the departments and include the following:

- Course revision and assessment tagging
- Creation of Worldwide Employee Resource Center
- Development of eLearning and OnDemand modules
- Sales Lead Generation
- Market and Competitive Intelligence Research
- PowerBI Dashboards
- Statistical Analysis and Scenario Simulations

If another company wanted to start an internship/apprenticeship/returnship program, what words of advice would you share with them?

Ensure the scope of work for each internship is fully developed before recruiting for the internship program. It's essential to ensure the skill set you are recruiting matches the scope of work.

Another piece of advice is to ensure there is plenty of work identified for the interns. Interns tend to complete work much faster than their sponsor or manager would expect.

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