



Youth Internship Goal Setting

Name:

Manager Name:

You should plan to complete this internship with more confidence as a future healthcare professional. This planning tool will support you in getting the most out of your time at Kaiser Permanente.

On your first day, you will create two SMART goals for your internship, one for skill-building and one for growing your network. You will be writing your goals with your manager and checking in with them regularly to monitor your progress.

Below is a sample for an intern working in a Public Relations firm. Use this example to help you write your goals on the next few pages.

Sample Goal

S

M

A

R

T

Goal:	<i>Become a good event planner</i>
--------------	------------------------------------

Specific: What I want to learn	<i>Able to organize events for groups of 25 or more</i>
Measurable: How will I know I reached my goal?	<i>I will be able to organize at least one event of that size through my internship experience. I will know that I was successful if at least 80% of attendees leave a favorable response on the survey.</i>
Attainable: How will I do it in a way that is reasonably within my reach?	<ul style="list-style-type: none"> • <i>Shadow my supervisor and other event organizers, ask questions and take notes.</i> • <i>Read about event planning ideas and tips online</i> • <i>Use event planning software</i>
Realistic: How will I do it given my current responsibilities and needs?	<i>I will do this work while at the internship and ask for help as needed.</i>
Time-Bound: Deadline	<i>By the end of the internship program.</i>
Reaching this goal matters because:	<i>I need to develop skills in communication, organization, and time management. Planning events will be an important skill for my future career in PR and Marketing.</i>

Networking Goal

Networking is an essential part of internships and job experience. People in your network can help you learn important skills, connect you to learning opportunities to boost your career, and help you find or change jobs in your future. You will be refining and adding to a LinkedIn profile as part of the program. How else can you best use your access to so many healthcare employees during your internship? Examples: informational interviews with people in a career that interests you, shadowing in another department for a half day, attending a meeting with healthcare leaders, etc.

S

M

A

R

T

Goal:	
Specific: What I want to learn	
Measurable: How will I know I reached my goal?	
Attainable: How will I do it in a way that is reasonably within my reach?	
Realistic: How will I do it given my current responsibilities and needs?	
Time-Bound: Deadline	

Reaching this goal matters because:	
--	--

Every two weeks, set aside time to check in with your manager. Record main ideas from your conversations here. This will be useful in creating a letter of recommendation at the end of the program.

	Week 3 Check-In (7/24-28)	Week 5 Check-In (8/8-11)
How is your network progressing?		
What do you need to meet or exceed your goal?		
What have you learned about networking?		
Other thoughts		

Skill-building Goal

What skill do you want to focus on while you're an intern at Kaiser Permanente? Work with your manager to identify one area for growth that they can help you grow in six weeks. Examples: customer service (patients), workplace communications, public speaking, etc.

S

M

A

R

T

Goal:	
Specific: What I want to learn	
Measurable: How will I know I reached my goal?	
Attainable: How will I do it in a way that is reasonably within my reach?	
Realistic: How will I do it given my current responsibilities and needs?	

Time-Bound: Deadline	
Reaching this goal matters because:	

Every two weeks, set aside time to check in with your manager. Record main ideas from your conversations here. This will be useful in creating a letter of recommendation at the end of the program.

	Week 3 Check-In (7/24-28)	Week 5 Check-In (8/8-11)
How are you practicing your skills?		
What is going well?		
Where do you need help?		
Other thoughts		