



ILLUSTRATION: ADRITA ZAIMA ISLAM

CAREER

A 30-day guide for INTERNSHIP SUCCESS

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The first month of your internship can feel like a whirlwind. New faces, unfamiliar processes, and an eagerness to prove yourself can create a mix of excitement and nervousness. But fear not. With a well-structured plan, you can navigate this initial period and set yourself up for success.

This 10-20-30 day plan will guide you through these crucial first weeks, helping you adjust seamlessly, display your potential, and make your mark.

Days 1-10: Laying the foundation

The first ten days are all about laying a strong foundation for your internship. Immerse yourself in the company culture by observing how people dress, interact, and approach work. Is the atmosphere casual or formal? Does the office prioritise a strong work-life balance? Understanding the culture allows you to fit in and adapt effectively.

Next, build a rapport with your supervisor. Schedule a one-on-one meeting to discuss your internship goals and expectations. Actively listen, ask clarifying questions, and show a genuine interest in learning. Remember to build friendships with your colleagues. Strike up conversations during breaks. Lunchtime is a great opportunity to build connections. These friendships will provide support, offer insights, and make your internship more enjoyable.

Also, take the time to demystify your work. Ask your supervisor or colleagues for an overview of your role

and the projects you will be involved in. Familiarise yourself with relevant tools and software, and actively seek training opportunities and take thorough notes.

Days 11-20: Taking Initiative

Now that you have settled in, express interest in specific projects or areas that align with your skills and goals. Talk to your supervisor and colleagues to see where your contributions can be most valuable.

Do not be shy to approach managers or team leads outside your immediate circle. Ask insightful questions about their roles and the company's direction. This shows initiative and demonstrates your interest in the bigger picture. Aim to network with everyone in your team. Have a brief, five-minute conversation with each person. Introduce yourself, express your interest in learning more about their roles, and discover potential areas of collaboration.

Days 21-30: Stepping up

This is the stage in your internship where you start actively contributing to assigned projects. Take ownership, ask clarifying questions, propose solutions, and meet deadlines reliably. Demonstrate your ability to learn quickly and apply your knowledge.

Do not be afraid to voice your opinions in meetings, even if you are unsure. Ask questions, offer constructive suggestions, and participate in discussions. Your fresh perspective can be valuable.

Show your colleagues you are trustworthy. Be proactive in identifying tasks, taking initiative,

and completing them efficiently. Maintain open communication and regularly ask your supervisor for feedback. Most importantly, maintain a positive attitude. Be enthusiastic, helpful, and willing to learn. A positive attitude is contagious and makes you a more enjoyable teammate.

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Remember, your internship is a two-way street. While you are gaining valuable experience, you can also have the chance to make a positive impact on the company. By highlighting your skills, initiative, and eagerness to learn, you will solidify a strong foundation for the rest of your internship and potentially create the way for future opportunities.

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