

2017 LDP Internship Program



**TEXTRON**

# Agenda

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- Program Staff
- 2017 Interns
- LDP Intern Curriculum
- Roles & Responsibilities
- 120 Day Snapshot
- Calendar of Events
- Questions & Feedback

# Program Staff Introductions

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Kaila Nicolia



**IT LDP Program  
Manager**

Rachel Lukasik



**ISC & HR LDP  
Program Manager**

Kiera Craig



**Finance LDP Program  
Manager**

# LDP Intern Program Goals

- Provide an engaging and challenging work environment to showcase the benefits of starting a career with us.
- Develop and grow future talent for internships, early career roles, and the Leadership Development Program.



# 2017 LDP Intern Population

- IT LDP Interns: 45
- Finance LDP Interns: 43
- 88 total LDP interns



				
5	2	11	10	8
				
3	1	5	10	1
				
13	1	1	2	2
				
1	1	1	2	2



# LDP Intern Curriculum & Resources

- **LDP Bi-Weekly Calls**
  - Opportunity for the interns to interact virtually
  - Learn more about the business units
  - Discuss training curriculum
- **Textron University Training Courses**
  - TU Courses to be completed on a weekly basis and debriefed on during the bi-weekly calls
- **Intern Road Show**
  - Opportunity for the interns to learn more about the business units and LDP
- **Intern Conference**
  - 2-day conference with a IT code-a-thon and Finance case study
  - Opportunity for the interns to interact with senior leaders
  - Participate in soft-skill trainings
  - Live interaction with fellow interns
- **LDP Mentor**
  - LDP Intern Mentor Program is a Mentee-driven, Mentor-guided relationship
  - Opportunity to connect with and seek guidance from current LDPs
- **LDP Ambassadors**
  - Representative of the LDP Program to Textron Interns



# Textron University Courses

Week	Course 1	Course 2	Course 3	Course 4
<b>June 5<sup>th</sup> – 9<sup>th</sup></b> Outlook/Skype	Getting to Know Outlook 2016	Skype for Business: Calls, IMs, and Meeting Features	Navigating, Lists, Libraries, Alerts, and Document Sets in SharePoint 2013	N/A
<b>June 12<sup>th</sup> – 16<sup>th</sup></b> Campus to Corporate	Meeting New Expectations	Developing a Professional Image	N/A	N/A
<b>June 19<sup>th</sup> - 23<sup>rd</sup></b> Business Acumen	Fundamentals of Globalization: Managing in a Global Environment	Competitive awareness and strategy	Ethics and Risks: Why They Matter in Project Success	N/A
<b>June 26<sup>th</sup> – 30<sup>th</sup></b> Career Development	Planning Your Career	Developing Your Career	Exploring self-development	N/A
<b>July 3<sup>rd</sup> – 7<sup>th</sup></b> Presentation Skills	Basic Presentation Skills: Planning a Presentation	Basic Presentation Skills: Creating a Presentation	Basic Presentation Skills: Delivering a Presentation	Public Speaking Strategies: Confident Public Speaking
<b>July 10<sup>th</sup> – 14<sup>th</sup></b> Function Specific	<b>IT:</b> Defensive Coding for C/C++ <b>FIN:</b> Introduction to Auditing	<b>IT:</b> Software Programming Fundamentals: Software Security Best Practices <b>FIN:</b> Financial Accounting with SAP	N/A	N/A
<b>July 17<sup>th</sup> – 21<sup>st</sup></b> No Courses Intern Conference				
<b>July 24<sup>th</sup> – 28<sup>th</sup></b> Leadership	Developing the Right Attitude for Performing under Pressure	Leading teams, establishing goals, roles, and guidelines	The voice of leadership; effective leadership communication strategies	N/A
<b>July 31<sup>st</sup> – August 4<sup>th</sup></b> Influencing without Authority	Getting Results without Authority: Building Relationships and Credibility	Getting Results without Authority: Persuasive Communication	N/A	N/A
<b>August 7<sup>th</sup> – 11<sup>th</sup></b> No Courses Last Week				

# Intern Conference: July 17<sup>th</sup> & 18<sup>th</sup>

Opportunity for the interns to interact with senior leaders, learn more about the LDP, and participate in soft-skill trainings that will help us to further evaluate the interns as potential candidates for the LDP.

- **Attendees:** IT & Finance LDP & BU Interns
- **Location:** Fort Worth, TX
  - Hurst Conference Center
  - Bell Helicopter
- **IT:** Code-A-Thon
- **Finance:** Case Study



## Reminders:

All travel expenses, meals, and lodging will be paid for by Corporate LDP, however, they will be logging their regular hours for those two days to be paid by the business units.

Interns will need to book travel by Friday, June 23<sup>rd</sup>



# Roles & Responsibilities Overview

## LDP Intern Coordinator & Program Manager

- Act as the POC for the intern day-to-day questions/concerns/issues
- Manage the development curriculum for the LDP Intern program
- Review interview evaluation forms with managers & manage offer process

## LDP Intern Manager

- Provides challenging and engaging assignments
- Establishes goals and objectives with the intern
- Provides frequent feedback and guidance to the intern

## LDP BU HR POC

- Partner with the Intern Managers, Interns, and LDP Intern Coordinator to facilitate a positive intern experience
- On-board incoming LDP interns at their BU
- Partners with the Intern Manager to ensure all IT equipment, desk, etc. is prepared for the intern

## LDP Intern

- Create goals and objectives with their manager, complete assignments and projects, and seek feedback
- Attend the Intern Conference and functional bi-weekly conference calls with peers
- Complete Textron University training courses on a weekly basis

# 120 day Snapshot & BU Start-Dates

Event	Attendee	Date
Manager Connect Call I	LDP Managers & LDP Interns	March 14 - April 14
Manager Connect Call II	LDP Managers & LDP Interns	April 24 – May 15
Orientation	LDP Interns, HR POCs, LDP Intern Managers	May 22 - June 5
TU Training: Outlook/Skype	LDP Interns	June 5 - 9
LDP Intern Bi-Weekly Call	All LDP Interns	June 8

Start-Date	Business Unit
May 22 <sup>nd</sup>	Textron Aviation, Textron Specialized Vehicles, Textron Tools & Test
May 31 <sup>st</sup>	Bell Helicopter
June 5 <sup>th</sup>	Kautex, Textron Corporate, Textron Systems, TRU Simulation + Training

\*Please confirm your start-date with your business unit

# LDP Intern Calendar: May – June

Event	Attendee	Date
Orientation	LDP Interns, HR POCs, LDP Intern Managers	May 22 – June 5
TU Training: Outlook/Skype	LDP Interns	June 5 - 9
LDP Intern Bi-Weekly Call	LDP Interns	June 8
Intern Road Show	LDP Interns	June 8 -23
TU Training: Campus to Corporate	LDP Interns	June 12-16
First Round Survey	LDP Intern Managers & HR POCs	June 19
TU Training: Business Acumen	LDP Interns	June 19 - 23
LDP Intern Bi-Weekly Call	LDP Interns	June 22
Intern Deadline to Book Conference Travel	LDP Interns	June 23
TU Training: Career Development	LDP Interns	June 26 – June 30

# LDP Intern Calendar: July – August

Event	Attendee	Date
TU Training: Presentation Skills	LDP Intern	July 3 - 7
Aviation App Deadline	LDP Intern	July 6
Corporate, TSV, Systems App Deadline	LDP Intern	July 10
TU Training: Function Specific	LDP Intern	July 10-14
LDP Intern Bi-Weekly Call	LDP Intern	July 13
Bell, LDP, and TTT App Deadline	LDP Intern	July 14
LDP Intern Conference	LDP Intern	July 17-18
LDP Intern Bi-Weekly Call	LDP Intern	July 20
TRU App Deadline	LDP Intern	July 21
TU Training: Leadership	LDP Intern	July 24-28
Second Round Survey	LDP Intern Managers & HR POCs	July 31
TU Training: Influencing without Authority	LDP Intern	July 31 – August 4
LDP Intern Program Completion Call	LDP Intern	August 9



## Questions & feedback

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