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Intern Handbook

A Guide to Your Remote Internship

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Welcome...

To Think Pacific’s Virtual Internship

Bula, and welcome to your Think Pacific Virtual Internship! We are thrilled you are here.

Our virtual internship is an evolution of 10 years of sustainable development programs in the Fiji Islands. Our hope is that this program will allow you to develop your skills, create new connections and make a contribution - all from home. At your own pace and in your own time.

Through partnerships with large Fijian ministries and small NGO’s, our mission for this online program is that we can make small but consistent contributions towards helping Fijian people implement the Fiji National Development Plan and inspire its youth to achieve transformational change by 2037.

As a team, we are committed to doing everything we can to make sure that your experience and impact is the best that it possibly can be. All of us at Think Pacific are available to answer your questions, clarify points, to help you learn, or to discuss the finer points of your work. Please do not hesitate to reach out for support or offer support to your fellow interns. After all, we are all here to achieve the same outcome.

This document is the ultimate guide to your internship journey over the coming weeks. It is filled with tips, advice, templates and a step-by-step plan to help you fulfil your potential and set you up for success.

Enjoy your internship. We look forward to working alongside you and seeing what you can create!

Vinaka,

Simon, Harry the TP Team

# 

# Introduction

To the Fiji Islands, Our Partners

& Your Support

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## Introduction to the Fiji Islands...

At the Heart of the South Pacific

Fiji is an archipelago made up of some 333 islands in the South Pacific Ocean, surrounding the Koro sea. The indigenous people of Fiji today are usually ethnically classified as Melanesian, although their social and political system is closer to that of Polynesia.

**Full name of the country:** Republic of Fiji

**Region:** Australia-Oceania

**Nationality:** Fijian(s) (noun), Fijian (adjective)

**Official language:** English, Fijian

**Population:** 926,276 (2018 est.)

**Population growth:** 0.56% (2018 est.)

**Currency (money):** Fijian dollar

**Land area:** 18,274 sq. km (7,056 sq. miles)

**Time zone:** UTC +12

**Capital:** Suva (on Viti Levu)

**Independence:** October 10, 1970 (from the UK)

**Government type:** republic

**National anthem:** “God Bless Fiji”, by Michael Francis Alexander Prescott/C. Austin Miles (Adapted by Michael Francis Alexander Prescott)

Fiji is an independent state after achieving independence in 1970 and after a series of successful coups following a resurgence of patriotism from gaining independence is now a republic. The country, as of the 2007 consensus (the latest reliable source) indicated that indigenous Melanesian people accounted for 56.8% of the population and Indians accounted for 37.5% after migrations that took place in the late 19th century demonstrating a multi-ethnic and multicultural climate in Fiji today.

In rural areas, the traditional system of authority remains in a village setting, most of the land still belonging to the tribes. A hierarchy of chiefs presides over villages (koro), sub-districts (tikina vou), districts (tikina cokavata), and provinces (yasana). Despite the host of influences Fiji has encountered in its recent history, a strong sense of culture and heritage remains and as is evident in their polity and way of life.

## Introduction to the Program Partners...

Working in Collaboration to Achieve Shared Aims

We aim to be the epitome of purposeful, responsible and empowering experiential learning programmes. Central to this is the depth of our association with local communities, government departments and organisations within Fiji, which is unique and unrivalled.

**So, what organisations are is involved with your virtual internship program?**

Fijian Ministries: Expanding on our formal MOU agreements with the Fijian Government, The Fijian Ministry of Health, Fijian Ministry of Education and Fijian Ministry of Youth and Sports are all participating in the virtual internship program to provide action projects.

Fijian Non-Government Organisations: We are thrilled to have some of our oldest friends and partners within the program, such as the mobile kindergarten. Whilst also welcoming some extremely exciting and new NGO partners such as Youth Champs for Mental Health.

Fijian Businesses: Supporting grassroots enterprise is a fundamental aim of this program, the opportunity to add value to many small businesses and entrepreneurs across the whole of Fiji is a huge privilege and extremely exciting. You will have the chance to support a range of businesses from a women’s empowerment network (The Fusion Hub) to a small bee farm (Waitika Farm).

Fijian Nation Sports Organisations: As sport is such an integral part of Fijian life and Fijian values, utilising sport as a tool for change has always been a huge part of Think Pacific’s development aims. This means there’s a wide range of sports organisations to choose to create work for during the program. From Netball Fiji to Fiji Rugby.

Fijian Universities: The University of the South Pacific & the Fiji National University will both be engaging in the program. There will be input from academics into key discussion topics and also some action projects available.

## Think Pacific Foundation...

## Vision, Beliefs & Values

**Our Vision**

Inspire young leaders, positively impacting local and global challenges.

**Our Core Beliefs**

1. Partnerships: Collaborations at all levels of planning, preparation and implementation.

2. Learning: Emphasis on learning and understanding, before contributing.

3. Focus: Only Fiji. Our focus upon Fiji creates meaningful relationships and specific local outcomes.

**The TP Values**

These are the values we ask every staff member, interns and volunteer to live by…

**1. Passion:** Drive the success of TP’s vision, mission and development.

**2. Mindset:** Always be a positive role model by seeking solutions and outcomes.

**3. Resilience:** Can achieve goals and motivate others, despite new and challenging environments.

**4. Humility:** Be humble, respectful and mindful in all that we do.

**5. Accountability:** Always take responsibility for our energy, impact and standards.

**6. Collaboration:** Value working together. Always champion & support others.

**7. Aspiration:** Always aspiring to improve, become better and achieve more.

## What’s Included…

## In Your Program

**Online Briefing**

Every program starts with the opportunity to join a live briefing session with a member of the TP team. Don’t worry, if you can’t join this live session, it is recorded.

**Online Learning Portal**

Online Learning Modules: The minimum expectation is for you to explore the Welcome Modules and at least one specific internship field. BUT, feel free to learn and explore as many internship fields as you like.

**Program Partners**

The opportunity to create work on behalf of our numerous program partners in Fiji.

**Action Projects**

Create your piece of work that tackles a problem for a Fijian organisation. Choose from a range of projects.

**Experienced Support**

Gain feedback, coaching and support from the Think Pacific team.

**Online Workshops and Q&As**

You shall have the opportunity to join live workshops to support you and engage with fellow interns.

**Private Slack Workspace**

A professional platform for discussion, engagement and support.

**Speaker Series**

Live and recorded sessions to deepen your understanding.

## How it Works...

The 5 D Journey of Your Internship

1. Discovery - Discover 3rd Sector, Fiji & your field

(Learning Modules)

2. Discussion - Discuss goals and help deciding your project

(Mentor Support)

3. Decide - Decide on your action project

(Choose your field & partner)

4. Design - Create your impact in Fiji

(Create your action project)

5. Deliver - Present your project to the organisation

(Provide your contribution)

## Standards & Expectations...

What We Expect from Our Interns

As an organisation, we expect our volunteers, interns and any staff members live by the TP values. Why? Because we believe that doing this will ensure we stay on course to achieve excellence.

To hold each other accountable, we would like you (and all other interns) to agree to the below standards and expectations:

**I completely agree to:**

* Bring a huge curiosity to learn before implementation.
* Act in a way that supports the goals of the Virtual Internship program partners in Fiji.
* Act like the responsible and successful student I am.
* Accept feedback to improve and make changes.
* Only aim to add value to the partner organisation I am working on behalf of.
* Prioritise needs of the Fijian organisations ahead of your own personal development, you shall achieve your growth through dedication to your contribution.
* Take responsibility for your role.
* Take the opportunity to show initiative.
* Believe that there is always a way and you’re expected to believe in yourself and take initiative.
* Use the structure and systems that are there to help you and please follow advice.
* Bring a positive attitude to solving problems.
* Champion and support fellow interns.
* Apply the Think Pacific values to my interactions within the program.

“We are what we repeatedly do. Excellence is not an act, but a habit.” Aristotle

## Your Support Team...

From the Fiji Specialists

Every member of Think Pacific has been inspired by Fiji. From past volunteers who’ve fallen in love with the country to Chiefs, Government Advisors and young Fijians, who’ve been handpicked for their skills and dedication to supporting Think Pacific. We all care deeply about making a positive difference to the islands we love.

You’ll find us based in two locations – The wonderful city of Leeds, UK and the truly remarkable islands of Fiji. Our two teams are in touch constantly, providing the peace of mind that Think Pacific is entirely responsible for your program from start to finish on both sides of the world, being a UK social enterprise and a registered Fijian charity.

Our hope is that you’ll feel part of a unique community. We put everything we have into guiding hugely personal volunteer projects and internship experiences and our team be with you every step of the way to ensure your experience and contribution is as rewarding and fulfilling as it can possibly be.

Look out for us introducing ourselves to you within the Slack workspace soon.

We look forward to working alongside you.

## What Support Will You Receive?

And How it Works

**Mentor Calls (One to One)**

You will be allocated a mentor from the TP team to arrange your one-to-one calls with.

**Mentor Group Workshops (Small Groups – Approx. 5)**

For your first and final mentor calls you will be grouped with around 5 fellow interns to form a mentor group. The focuses of these group workshops will be Introductions and Goals then Group Reflections in the final week. These workshops offer the chance to raise questions, discuss tips, offer advice and hear what others are up to in the program.

**Mentor Calls (Drop-Ins)**

On the Google Calendar each mentor has a weekly drop-in, these are optional zoom meetings where interns can drop in and ask their mentor questions. These are a great opportunity to ask any questions you may have between sessions. Please be aware, on drop-ins there may be a wait in the waiting room as your mentor speaks with other interns.

**Peer Support Group (Small Groups - Approx. 5)**

After meeting other interns in your first mentor session we encourage you to make a group chat and organise a virtual coffee. The purpose of this peer group is to champion and support one another. Our hope is you will share the journey together and make extra effort to support one another through learning and creating your project. Through meeting and working with like minded individuals we believe you will enjoy your internship more as well as gaining valuable team working and communication skills.

**Private Slack Workspace (All interns on your program date)**

You will be invited to join a private slack workspace with all the interns starting on the same program date as you. This is your opportunity to connect with everyone within the program from interns around the world to our staff members in Fiji to discuss ideas, ask questions and offer support.

**Speaker Series (All TP interns)**

You will have the opportunity to hear from leaders in Fijian Government, business owners and academics. The purpose of these sessions is to add value to your learning and deepen your understanding for Fijian challenges and industries.

## Mentoring Sessions & Tips...

Providing Guidance & Feedback

**1) Be considerate of your mentor’s time.** Successful people value their time so make sure you show up for your scheduled meeting on time and fully prepared. Your mentors job is to facilitate your learning and guide you - not to tell you what to do. This internship is an opportunity to take ownership of your self development, trust your initiative and practice your problem solving skills. If you encounter a challenge, instead of turning straight to your mentor for help try thinking critically about it, reaching out to peers for advice (post on a Slack channel) or utilising a QnA before turning directly to your mentor for help. We’re not suggesting you should be afraid to ask them for help, but by practising thinking for yourself you will get more out of your internship and develop desirable professional skills.

Please note that during busy periods, like any workplace, response times will be longer - here’s where thinking critically and posting publicly on Slack will help you get answers fast.

**2) Be prepared! Complete all pre meeting tasks and have a list of specific questions for your mentor.** Don't go to your mentor unprepared or with vague, general or nonspecific questions for example, "I need help." You must be specific about exactly which areas you require help. Always have a list of questions ready. If you haven’t been able to fully prepare for a meeting don’t be afraid to communicate this with your mentor and reschedule (you can automatically reschedule meetings through Calendly).

**3) To get the best value** from your mentor experience, ask the question, listen, and take notes. Don't rely on your memory. This will be particularly relevant for mentor session 2: *choosing your action project & outlining a rough plan* and mentor session 3: *presenting your project & receiving feedback from your mentor*.

**4) Follow through.** Asking for advice and discussing ideas for improvement is only half the task. Ensure you have time to incorporate suggestions to maximise your personal development and to maximise the value of your project for our partners in Fiji.

**Your Mentor Sessions:**

You will have x2 one-to-one and x2 group mentoring sessions to help you achieve your goals.

* **Mentor Session 1 = Introductions and Goals (Mentor group session)**

*Meeting Preparation:*

* + Attend/watch the Welcome Briefing - still got questions? Note them down for this session.
  + Please ensure you have submitted your SMART goals form for this session.
* **Mentor Session 2 = Action project shortlist**

*Meeting Preparation:*

* + Finished discover phase and explore a range of partner organisations within your desired sector(s)
  + Submit your short list of three action projects for this session.
  + Be prepared to explain your choices to your mentor. Why have you chosen these projects? What skills will you develop on each? What would be your approach to each of the projects? Why?
* **Mentor Session 3 = Action project support and feedback**

*Meeting Preparation:*

* + Complete your first draft of your action project.
  + Have all your project documents ready to screen share with your mentor via Zoom (10 minutes to share your progress).
  + This session is your opportunity for feedback from your mentor. The more work you bring along to discuss, the more valuable the feedback session will be (15 minutes for feedback).
  + **Tip**: For feedback outside this session try exchanging projects with other interns to gain a wider range of perspective and ideas.
* **Mentor Session 4 = Group reflections (Mentor group session)**

*Meeting Preparation:*

* + Please ensure you come ready to discuss your chosen action project, highlights, challenges and something you are looking forward to!

**Who is Your Mentor?**

Your mentor will reach out to you during the first week to arrange your first mentor session.

**Book Your Mentor Sessions**

It is YOUR responsibility to contact your support mentor to book mentor sessions two and three. Bookings will be made through each mentor’s personal Calendly link that they will share with you. Through Calendly you have the flexibility to book and rearrange mentor meetings at your own discretion.

**When Are My Mentor Meetings?**

Wondering when to book in your mentor meetings? Check out this Mentor Session Timeline which sets out the week/s in which you should be booking in your mentor sessions.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| ***4 Week*** | M1 | M2 | M3 | M4 |  |  |  |  |  |  |  |  |
| ***8 Week*** | M1 | M2 | |  |  | M3 | | M4 |  |  |  |  |
| ***12 week*** | M1 |  | M2 | |  |  |  | M3 | | |  | M4 |

**Tip:** Feeling organised? Then why not book in mentor sessions 2 & 3 in your first week - this gives you deadlines to work towards which can help with time management & planning. Just make sure you make a note of your mentor meetings in your calendar!

# The TP Mindset

The Attitudes, Goals & Expectations for Success

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## Getting Started...

Let’s Begin the Learning

Within this document, you will have the framework you need to contribute to Fiji whilst having a unique personal and professional development experience. This hope is that this document shall provide you with insights into where you need to focus over the coming weeks.

Obviously, in the beginning there will be lots to learn and lots of gaps to fill! For most of our interns, learning about our mindset and beliefs around success is all brand new. Something important to note is that overwhelm is looking at too much information at once, without structure. This guide is designed, (if you use it consistently) to resolve that for you.

If you find yourself getting overwhelmed, it’s NOT because there’s too much to do, or too much to learn or research. It’s because you haven’t organised yourself within the framework, you’re looking at lots of information without structure, and you’re not applying how to prioritise.

Overwhelm is an inside job. It’s not caused by events. Two people with the exact same event respond differently based on their mindset. What ‘overwhelms’ one person, isn’t even a bother to someone else.

So, it’s not the event that determines how we feel. It’s our thinking and our actions.

So, let’s get into the key elements of getting your virtual internship started.

## The Mindset for Success...

## Self-Leadership

With so much autonomy involved within the program, the quality of your self-leadership is imperative to your success. Afterall, it has been said that “the quality of your thoughts dictate the quality of your actions.” These two elements of leadership can provide really useful indicators for your own development and achievements as a virtual intern.

**SELF-LEADERSHIP | SELF-MANAGEMENT**

**Step 1 = SELF-LEADERSHIP**

Examples of this are:

* Proactive about personal and professional development.
* Seeks feedback to improve.
* Supports and champions the goals of others
* Communicates clearly when needs assistance.
* Demonstrates sound judgment when making decisions.
* Reliable, professional, team player.
* Seeks new challenges and welcomes opportunities to improve, grow and contribute.
* Handles new challenges, changes and adapts easily.
* Understands impact on others of their behaviour = self-awareness.
* Sticks to commitments.
* Welcomes collaboration and ideas from others.
* Brings innovation and ideas.

**Self- Leadership Continued...**

**Above the Line Thinking**

Here’s a cool model that we love at Think Pacific, we use this model in the UK office, in the Fiji office and within our team leader training program. The model is pretty simple - your thinking is either above or below the line. For example:

**Ownership**

**Responsibility**

**Accountability**

**-------------------------------------------**

**Blame**

**Denial**

**Justification**

If your thinking is above the line, you take full responsibility for your day & everything you do. You are accountable for what happens and what doesn’t happen.

Below the line thinking means you’ll blame someone or something else if things don’t go your way. You allow external variables to impact how you feel.

Above the line is: That’s down to me, or, I’m responsible for that, or, I will try to figure that out myself first.

We believe that a key to success is getting above the line all the time, and not just when things are going well.

**STEP TWO: SELF-MANAGEMENT**

Examples of this:

* Knows own goals and stays on track with achieving them.
* Stays on goals regardless of distractions.
* Prioritises daily, weekly tasks consistently.
* Able to utilise existing structure and systems effectively.
* Demonstrates initiative often and finds a way to get the job done without having to be told what to do.
* Doesn’t panic, controls emotions to achieve best possible outcomes

## The Four Foundations of Success...

## Thinking Model & Tool

*Taken from Meta Dynamics, The Coaching Institute*

As you explore these thinking strategies, our invitation to you is that you see them as tools to give you insights into successful thinking and planning. But of course, they are not definitive, simply a helpful tool.

The model below is looking to establish ideal standards for success, BEFORE anything is done.

**E - ENVIRONMENT**

**S – STRUCTURE (WHAT MUST BE IN PLACE BEFORE WE ACT)**

**--------------------------------------------------------------------------------------------------------------------------**

**I - IMPLEMENTATION (WHAT WE ACTUALLY DO)**

**P – PEOPLE**

**Dimension #1: Environment**

The Environment is the big picture - the overall purpose - of what we’re doing.

It covers the qualitative aspects of what we do – the culture, the vision, the values, the standards, the mindset – and much more.

If we’re clear on our purpose, we know why we’re doing something, and we can see how it fits into the bigger picture. If we don’t have this, we get stuck in ‘task’ and do lots with little clear direction, which lacks meaning.

**ENVIRONMENT INCLUDES:**

Vision & Goals – where we’re heading

Mission – how we’ll get there

Values – what we know we care about

Beliefs – what we know to be true

Attitude – what our approach is to this

Standards – the personal standards we hold ourselves to

Expectations – the standards we expect of

***TP Tip: This is why goal setting is so important.***

**Dimension #2: Structure**

The second dimension is about organisation and planning. It’s the categories of experience we need to consider. It’s the quantitative elements we need in place to succeed.

We must be clear on our ENVIRONMENT first. Then we move to Structure. If we don’t, we get caught in detail without purpose.

**STRUCTURE INCLUDES:**

Categories – the different areas or dimensions of what’s going on

Benchmarks – knowing your targets along the way

Systems – the systems to support the achievement of targets

Operations Manuals – utilising written documentation showing the steps, policies

Templates/Checklists – ensuring checklists to allow quality implementation

***TP Top Tip: An example of utilising the step-by-step guide within this document to support your success.***

**Dimension #3: Implementation**

Implementation is what we actually do. It’s the actions we take, which should be compared to the benchmarks established in STRUCTURE.

**IMPLEMENTATION INCLUDES:**

Actions – what we do

Engagement - how we interact with others

Decision making/Judgement – what we decide

Conversations – what we discuss with others

The ability to make changes whilst implementing is very important, this is known as behavioural flexibility.

***TP Top Tip: The quality of your action project is the best indication of your implementation.***

**Dimension #4: People**

With the ENVIRONMENT, STRUCTURE AND IMPLEMENTATION in place, ensuring we are engaging with the correct people is essential.

**PEOPLE INCLUDES:**

Performance – seeking feedback from mentors and peers

Support – championing others by providing feedback and validation

Connection – reaching out to others to create discussion and deepen your learning

Developing – displaying examples of developing beyond the role to fulfil one’s potential

***Top Tip: Utilising your mentor sessions to welcome feedback and offering support to fellow interns.***

## The Importance of Goals...

Goals Know No Borders

**OUR BRAIN HAS A ‘THING’ CALLED THE RETICULAR ACTIVATION SYSTEM (RAS FOR SHORT)**

The RAS has one job – to hunt for what you want it to find. Ever bought a car, and then you see that exact same type of car everywhere? Hardly noticed them before you got interested. Now you’re interested, your RAS knows what it must find for you. You express the interest; the RAS goes hunting for your interest. It can’t do anything else.

**1954: Bannister breaks four-minute mile (ABC Headlines)**

Roger Bannister, a 25-year-old British medical student, has become the first man to run a mile in less than four minutes. His time was 3mins 59.4 seconds, achieved at the Iffley Road track in Oxford and watched by about 3,000 spectators. For years, the 4-minute mile was considered not merely unreachable but, according to physiologists of the time, dangerous to the health of any athlete who attempted to reach it. For Roger Bannister, it was vindication. When he crossed the finish line with a time of 3 minutes, 59.4 seconds, he broke through a psychological barrier as well.

John Landy, considered one of the great milers of that era, never had gotten closer than within 1.5 seconds of the 4-minute barrier before. Within 46 days of Bannister’s breakthrough, Landy surpassed the record with a 3:57.9 in Finland. Bannister and Landy raced later in the year in the “Mile of the Century” at Vancouver, a runoff to decide who was the faster miler. Bannister won in 3:58.8 to Landy’s 3:59.6, the first time two men in

one race had broken 4 minutes. By the end of 1957, 16 runners had logged sub-4-minute miles. You tell yourself ‘it’s hard to set goals’, and your RAS now knows its mission… go find examples of where goals are hard to achieve. Bingo, you get to say ‘See, I was right.’ Your RAS only cares about what you want it to find, and then like a heat seeking missile, off it goes, working even when you’re thinking about things that may stand in your way.

Your Goals...

Now we’re getting into things!

Everything that we’ve just spoken about is vital for this part to take place. If you have a high standard, your goals will be inspiring and realistic. If you have a negative attitude, you might not bother to make your goals.

Your goals are what you want to achieve from your virtual internship experience. They are an essential part of the next few weeks for you. Achieving the goal is not really the be all and end all, enjoying the growth the pursuit of the goal will give you is the key to success.

Goals are generally taught from a SMART Goals perspective....

Your goals are an essential part of the next few weeks for you. Goal setting is a powerful process for thinking about your ideal outcomes, and for motivating yourself to turn your vision of this future into reality.

The process of setting goals helps you choose where you want to go. By knowing precisely what you want to achieve, you know where you must concentrate your efforts. You'll also quickly spot the distractions that can, so easily, lead you astray.

Top-level athletes, successful business people and achievers in all fields all set goals. Setting goals gives you long-term vision and short-term motivation. It focuses your acquisition of knowledge and helps you to organize your time and your resources so that you can make the most of your life.

By setting sharp, clearly defined goals, you can measure and take pride in the achievement of those goals, and you'll see forward progress in what might previously have seemed a long pointless grind. You will also raise your self-confidence, as you recognize your own ability and competence in achieving the goals that you've set.

Create SMART goals

**Specific**

**Measurable**

**Attainable**

**Realistic**

**Timely**

**Specific** - A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six "W" questions:

**Measurable -** Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to reach your goal.

**Attainable -** When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

**Realistic -** To be realistic, a goal must represent an objective toward which you are both willing and able to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure that every goal represents substantial progress. A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished seem easy simply because they were a labour of love.

**Timely -** A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency. If you want to lose 10 lbs, when do you want to lose it? "Someday" won't work. But if you anchor it within a timeframe, "by May 1st", then you've set your unconscious mind into motion to begin working on the goal.

[**Watch this Youtube video about SMART Goals**](https://www.youtube.com/watch?v=PCRSVRD2EAk)**.**

Set Your Goals...

For Your Virtual Internship Experience

Please submit your goals to the TP team (ahead of your first mentor call) via the Goals Setting online form within the ‘Discovery Phase’.

Goal #1 (Personal Development Goal):

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Goal #2: (Professional Development Goal)

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Goal #3: (Contribution Goal)

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Goal #4 (Any others)

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## Module Based Learning...

Adopting a Learning Mindset

Before we can make an impact on an international scale, we must first focus on learning. Just like you would if you started an internship at any company or organisation, you would learn about important influencing elements. In this context, we must learn about culture, customs and what is important to the people of Fiji and its communities, to truly make an impact. Why? Because we must seek to understand, before seeking to be understood. Because if we do not adopt a learning mindset, we could be causing more harm than good. Therefore, we request you adopt a ‘Learning Mindset’, which is an attitude that focuses; Learning, Questioning, Researching, Exploring & Improving.

[**Watch This Video About a Learning Mindset**](https://www.youtube.com/watch?v=91cvUA2h7Hw)

If you want to learn even more about this is so important, we advise reading this book: [**‘Learning Service’**](http://learningservice.info/book/)**.**

**Starting Your Think Pacific Learning Modules**

Before beginning your action projects, you are required to complete the cultural introduction module and the specific internship field that you will be working within. The exciting news is...we will be giving you access to ALL the different internship fields so you can learn as much as you like. Below are the learning modules available on top of the cultural:

* International Development
* Global Health
* Mental Health (Psychology)
* Business & Enterprise
* Marketing
* Environment
* NGO Management
* Global Education
* Sports Development

# Your Step-by-Step Guide to Success

## Implementing the 5D Process



## Discussion Phase

*This phase continues throughout your internship to encourage collaboration and a global education*

**Outcomes**:

* *Connect with likeminded interns from across the globe*
* *Learn new perspectives and develop an international approach to problem solving*
* *Develop your confidence in communicating effectively via online video conferencing platforms*

**Breakdown**:

* *Meet up virtually with your Mentor group outside of the scheduled sessions*
* *Arrange or attend a Virtual Coffee*
* *Share a resource/article/question in the #discussion-phase channel*
* *Submit a question to the weekly QnA*

## 

## Discovery Phase

*This phase is all about laying the foundations for a highly impactful internship: from how to set realistic targets to learning the nuances of Fijian History and creating a culturally relevant project proposal.*

**Outcomes**

* *Have a clear vision of success on the internship*
* *Build an understanding and appreciation for Fijian history and culture*
* *Explore your internship specific field in the context of Fiji*

**Breakdown**

Getting Started:

* *Watch the Welcome Briefing recording*
* *Watch the ‘how to use Slack’ video*
* *Check you have access to Slack, Google Calendar and the online portal*
* *Introduce yourself to your peers in your internship specific Slack Channel (e.g. #January-11th)*
* *Download the reflection sheet*
* *Complete the online goal setting form and make note of your internship goals in your reflection sheet*
* *Complete the Time Management module*
* *Complete the Wellness from home and Health & Safety module*

**Learning:**

* *Familiarise yourself with the UN Sustainable Development Goals and the Fiji National Development plan*
* *Explore the Fijian Culture module*
* *Watch at least one of the TP culture series webinars*
* *Explore your internship specific field*
* *Share a resource in the #Discovery-phase channel (e.g. news article, research paper, social media post, a personal thought or open question)*

**Networking**:

* Attend your first mentor meeting
* Connect with your mentor group on LinkedIn
* Attend or arrange a Virtual Coffee

**Reflection:**

* *Reflect on this phase of the internship using the VI reflection form*

## Decide Phase

*Through this phase you will deepen your understanding of the challenges faced by Fijian organisations as well as choose one of our Fijian Partner’s Action Projects which you believe you can have a positive impact on.*

**Outcomes:**

* Explore a range of partner organisations within your desired sector(s)
* Decide on the Action Project you would like to complete for the duration of your internship

**Breakdown:**

Getting Started:

* *Look briefly through the available organisations and their action projects within the sectors of interest*
* *Create a list of 7 to 10 organisations to learn more about and begin your research*
* *Choose 3 action projects from those organisations which resonate with you*

**Choosing Your Action Project:**

* *Submit your 3 Action Projects via the ‘Action Project Choices’ form*
* *Book in your second mentoring session*
* *Consider how you may complete each of these Action Projects*
* *Prepare any question you may have about these projects to ask your mentor*
* *In your mentoring session, choose the Action Project you will work on*

**Reflection:**

* *Reflect on this phase of the internship using the VI reflection form*

## Design Phase

*The creation of a comprehensive, culturally relevant and sustainable project proposal*

**Outcomes:**

*A project proposal which considers the vision, resources and challenges of the partner organisation to provide a comprehensive, culturally relevant and sustainable project proposal.*

**Breakdown:**

* *Rewatch the partner organisation recorded interview*
* *Follow the four-stage process outlined in the Design Phase portal*
* *Use the Skills-Series to upskill in any required areas*

**Feedback:**

* *Once you have completed your first draft, book in your third mentor meeting*
* *Peer Feedback - arrange a virtual coffee with your mentor group to share your work so far*

**Reflection:**

* *Reflect on this phase of the internship using the VI reflection form*

## Deliver Phase

*Here is your chance to leave your impact and share your proposal with the partner organisation.*

**Outcomes**:

* *Produce a 5-minute recorded presentation of your proposal*

**Breakdown**:

* *Upskill via the videos on the Deliver Phase portal*
* *Attend the Presentation Skills Workshop*
* *Record your presentation*
* *Name your files as follows where ‘xx-xx’ is the action project code - "your full name - xx-xx - organisation name". Distinguish separate documents by e.g. (1), (2)*
* *Upload via the link found on the Deliver Phase portal - due on the final Friday*
* *Attend the Debrief or watch the recording*
* *Post on Linked-In to boost your profile and highlight your experience to future employers*
* *Update your CV*

**Reflection:**

* *Reflect on this phase of the internship using the VI reflection form*
* *Attend your final mentor meeting*

## Final Tips for Success...

* Don’t do it alone.
* Begin with the end in mind.
* You MUST take action. No one ever ‘feels’ ready, that feeling doesn’t exist. Successful people take action regardless of how they feel. They force themselves DO what needs to be done.
* Ask for help and speak up. If you don’t know how to do something, ask a student, post it on Slack or ask the TP team.
* Do the weekly tasks. Each week you should know roughly where you should be in the 5 D journey.
* Connect with fellow interns or engage in workshops to get peer-to-peer feedback and support.
* Imperfect implementation. Don’t try to get things perfect, the only way to succeed is to be ok with getting it wrong. Imperfect implementation is how the successful interns do it.
* Say YES and work out how. If you see an opportunity to succeed, be challenged and get out of your comfort zone, the answer is YES. If something scares you, the answer is YES! The how always works itself out if the WHY is big enough.
* Take responsibility for your learning and your project creation.
* Set goals. Re-visit them each week, set outcomes each week that take you closer to your goals. Ask for feedback. Share them with your buddies and follow the 5 D model for success.

Good Luck! Once again, welcome to the Think Pacific community. We look forward to sharing this journey with you!