

**JOHN DOE**  
FRANCE / TRAINEE  
INCOMPLETE



**PARTICIPANT REVIEW**

The Host Organization has signed the Training Plan, and the participant is reviewing it now.

**NEXT STEP**

The training plan has been signed by the host organization. The participant's signature is needed next.

SIGN

SEND PLAN BACK TO  
CIEE: COUNCIL ON INTERNATIONAL

RESET / START OVER

**PARTICIPANT INFORMATION**

VIEW

John Doe - erincieeqa@gmail.com - Paris, FR - 12/31/1990.  
Atlas ID: 43515683640C - Program Status: Incomplete

**PROGRAM DETAILS**

EDIT

Professional Career Training USA 2023-2023 - BUSINESS, MANAGEMENT, MARKETING, AND RELATED SUPPORT SERVICES - Business Administration and Management, General

**COMPANY INFORMATION**

VIEW

UPDATE EMPLOYER

Tax Id Number: N/A Company Name: CIEE Inc

**DATES**

EDIT

Program Dates: 05/01/2023 - 02/02/2024 DS Dates: 05/01/2023 - 02/01/2024 Training Plan Dates: 05/01/2023 - 02/01/2024

Host Organizations are responsible for entering Training Dates within the training phase(s) below. Participants and International Representatives will work together to enter DS-2019 Dates and Program Dates.

**MAIN PROGRAM SUPERVISOR/POC**

Last name

Eyre

First name

Jane

Title

Senior Manager

Email  
jeyre@fake-email.com (mailto:jeyre@fake-email.com)

Phone  
111.222.3334

#### SUPERVISOR SIGNATURE

Electronic Signature                      Date  
Jane Eyre                                      4/17/2023

EDIT

CHANGE PRIMARY SUPERVISOR

RESEND INVITE

## PLACEMENT PLAN

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (e.g. classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship. Each field must be completed and should include individualized information. Phases cannot be duplicative of a participant's prior experience or of skills developed in previous phases.

ADD SITE OF ACTIVITY



#### PRIMARY SITE OF ACTIVITY

### CIEE: COUNCIL ON INTERNATIONAL EDUCATION EXCHANGE

600 Southborough Dr  
South Portland, ME 04106

EDIT

MAKE PRIMARY

ADD PHASE



#### Name

Introduction to CIEE

#### Start

05-01-2023

#### End

08-01-2023

EDIT

#### SITE OF ACTIVITY

Select or change Site of Activity \*

CIEE: Council on International Education Exchange

#### BASIC INFORMATION

Phase name \*

Introduction to CIEE

Training field \*

Business Operations

Start Date \*

05/01/2023



End Date \*

08/01/2023



#### SUPERVISOR DETAILS

Last name

Bond

First name

James

Title

Coordinator

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Phone

111.222.3333

EDIT

RESEND INVITE

### PHASE SPECIFICS

Description of trainee/intern's role for this phase \* 

During this phase, John will be learning about the differences and similarities in each of the J-1 visa categories processed by CIEE, specifically intern, trainee, and research scholar.

They will also learn about the visa process from submission of application to when the J-1 visa participant has entered the US to begin their training.


Characters Remaining: 3000

Specific goals and objectives for this phase \* 

The overall goal is for John to understand the visa process from start to finish: how printing of the DS-2019 forms work, how SEVIS government database for Exchange Visitors works, and CIEE's role as a sponsor.


At the end of the phase, John should have a solid foundation on each of the J-1 visa categories, how the visa process works in its entirety, and be able to identify a good training plan like based on field of study and where the participant is at in their educational/professional journey.

Characters Remaining: 3000

Who will provide daily supervision of the trainee/intern? What are their qualifications to teach the planned learning? \* 

James Bond is one of our coordinators and has been with the company for 5+ years and has a master's in business. He has trained two previous interns and helped to create our training program.

Characters Remaining: 3000


What plans are in place for the trainee/intern to participate in American cultural activities? \* 

For the first phase, we will be helping John get involved in the local community as well as within the office. We have weekly team lunches and typically meet several times a month for trivia nights and karaoke. Additionally, we make a point to go to as many local attractions as possible such as Peaks Island, the Portland Museum of Art, and a hockey game at Cross Arena.

There is a reoccurring meeting at a local library that is for people learning English, so they would be able to improve and practice language skills outside the

Characters Remaining: 3000


### KNOWLEDGE & SKILLS

What specific knowledge skills or techniques will be learned? \* 

John will learn about the steps from application to J-1 visa approval, including visa eligibility requirements, obtaining necessary documents from participants, and reaching out to hosts to confirm their contact information and eligibility. They will meet with various departments within CIEE to understand what each department does broadly and how they all work together to create a successful program experience for participants. The purpose of this phase is to give them a good base of knowledge to build upon for the duration of their training.

Characters Remaining: 3000

How specifically, will these knowledge, skills or techniques be taught? \*

Include specific tasks/activities (interns) and/or Methodology of training and Chronology/Syllabus (Trainee) 

The training will take place completely in-person and, as a result, allows for John to shadow James throughout the day as well as sit in on meetings that take place with clients and staff members. They will also learn how to use Salesforce, Atlas, Outlook, and Microsoft Teams via hands-on experience. They will not be reviewing training plans or interviewing applicants on their own, but will be able to work with James to learn how to interview and what a good training plan looks like. We have daily meetings as a team that the participant will be a part of, which gives them time to ask questions, go over process updates, and discuss issues that have come up over the course of the day. James will meet with John weekly in an informal one-on-one meeting to act as a mentor to ensure success throughout the phase, but also for their professional development overall.

Characters Remaining: 2129

How will trainee/intern's acquisition of new skills and competencies be measured? \*

At the beginning of the phase, John and James will set objectives that will be reviewed at the end of each month and then at the end of the phase overall. A written performance evaluation at the end of the phase will be completed by James and covers work habits, comprehension, motivation, and attitude.

Characters Remaining: 2696

Additional phase remarks \*

Empty text area for additional phase remarks.

Characters Remaining: 3000

PHASE SUPERVISOR SIGNATURE

Electronic Signature

Email

Date

James Bond

4/17/2023

VIEW TERMS  
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Name  
J-1 Visa Program Operations

Start

08-02-2023

End

11-01-2023

EDIT

SITE OF ACTIVITY

Select or change Site of Activity \*

CIEE: Council on International Education Exchange

BASIC INFORMATION

Phase name \*

J-1 Visa Program Operations

Training field \*

Business Operations

Start Date \*

08/02/2023

End Date \*

11/01/2023

SUPERVISOR DETAILS

Last name

Wormwood

First name

Matilda

Title

Business Administrator

Email

mwormwood@fake-email.com (mailto:mwormwood@fake-email.com)

Phone

111.222.3335

EDIT

RESEND INVITE

### PHASE SPECIFICS

Description of trainee/intern's role for this phase \* 


By this point in the training, John should have a clear understanding of CIEE, the company values, and what is required of a visa sponsor organization. This phase is to show John more what the day-to-day looks like and to get integrated in projects/programs, shadowing management staff when they go to meet host organizations and current participants in-person, and attending various presentations and workshops when organizational or federal changes occur that impact the Ji visa program.

Characters Remaining: 3000

Specific goals and objectives for this phase \* 


They will learn to better differentiate between various quality levels of information and sources and get introduced to implementing CIEE quality control mechanisms. In this phase, John will start engaging in projects and work with our team to support them in their efforts. They will focus on learning how to work within Department of State regulations and CIEE guidelines for training plan requirements, host organization eligibility, and how to proceed when documents/information is not up to the necessary standards. They will accompany CIEE staff members for in-person site visits at potential host organizations and confirming requirements are still being met at host organizations with current participants.

Characters Remaining: 3000

Who will provide daily supervision of the trainee/intern? What are their qualifications to teach the planned learning? \* 

Matilda Wormwood is our business administrator and handles all of our day-to-day needs. She holds a master's in international business and has 13 years of experience in the cultural exchange field. She has been with CIEE for 2 years and has been involved with managing our Ji visa program previously. John will shadow every department head for a few days to one week at a time to allow them to learn the nuances of their job and gain skills to implement in projects and tasks they are working on for the duration of their training.


Characters Remaining: 2468

What plans are in place for the trainee/intern to participate in American cultural activities? \* 

For phase two, we will have our annual Halloween office party and encourage the participant to help us plan and be the judge for the costume contest. We have team outings planned over several weekends, including activities such as walking around Old Port (an area with shops and 19th-century buildings) and the First Friday Art Walk. Additionally, a list of activities and popular attractions will be provided that highlight events happening during this phase and places to see. A staff favorite is the local cryptozoology museum.

Characters Remaining: 2468


### KNOWLEDGE & SKILLS

What specific knowledge skills or techniques will be learned? \* 

They will learn about client management, how to access safe environments as defined by the Department of State for placement requests, and quality control when you have a large volume of tasks/work as a team. During site visits, we will go over guidelines and requirements that must be met, how to decide if the space is acceptable and how to let hosts know at that time if they aren't, and how to speak with a variety of professionals about the complicated visa process in a way that is easy to understand. They will learn and develop all the primary skills necessary to be an effective business administrator, which include technical coordination skills, CRM proficiency, and the ability to delegate work in a fair and realistic manner.

Characters Remaining: 2261


How specifically, will these knowledge, skills or techniques be taught? \*

Include specific tasks/activities (interns) and/or Methodology of training and Chronology/Syllabus (Trainee) 

The training will continue to take place strictly in-person except for any company-wide presentations which are done online, but they will participate in them while at the office. They will shadow various department heads while working closely with the business administrator. They will shadow multiple virtual and in-person site visits to meet with current participants and interview potential host organizations.

We also have daily meetings as a team that the participant will be a part of, which gives them time to ask questions, go over process updates, and discuss issues that have come up over course of the day. The overall supervisor will meet with the participant weekly in an informal one-on-one meeting to act as a mentor to ensure success throughout the phase, but also for their professional development overall. During this meeting, it is possible that other staff members could join if they have useful feedback to provide for how the week went.

Characters Remaining: 3000

How will trainee/intern's acquisition of new skills and competencies be measured? \* 

Similar to the first phase, at the beginning of the phase, John and Matilda will set objectives that will be reviewed at the end of each month and then at the end of the phase overall.

A written performance evaluation at the end of the phase will be completed by Matilda and covers work habits, comprehension, motivation, and attitude.

Additionally, a survey will be sent out to those John interacted with to help provide constructive criticism and feedback on how they did overall during their training sessions together.

Characters Remaining: 2477

Additional phase remarks \* 

Characters Remaining: 3000

#### PHASE SUPERVISOR SIGNATURE

Electronic Signature

Email

Date

Matilda Wormwood

4/17/2023

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Name

Communications

Start

11-02-2023

End

02-01-2024

[EDIT](#)

#### SITE OF ACTIVITY


Select or change Site of Activity \* 

CIEE: Council on International Education Exchange

#### BASIC INFORMATION

Phase name \* 

Communications

Training field \* 

Business Operations

Start Date \*

11/02/2023



End Date \*

02/01/2024



#### SUPERVISOR DETAILS

Last name

Baum

First name

Frank

Title

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Phone

111.222.3336

EDIT

RESEND INVITE

### PHASE SPECIFICS

Description of trainee/intern's role for this phase \* 


For the last phase, John will spearhead a guided project that requires collaboration across multiple teams throughout the CIEE organization and learn to facilitate effective communication and teamwork. They will be working with teams such as billing, shipping, compliance, operations, etc. They will learn excellent communication skills, both verbal and written, as well as strong interpersonal skills. They will learn to adapt their communication style to different audiences. They will learn to be able to align communication activities with the overall strategy and ensure that the messaging is consistent.

Characters Remaining: 3000

Specific goals and objectives for this phase \* 


The goal of this phase is to ensure that information is shared effectively and efficiently, and that any potential communication barriers are identified and addressed. Some of the key tasks of a communications liaison may include developing communication plans, drafting and disseminating written materials, and organizing meetings. During this phase, John Doe will become an expert at understanding what roles the different departments play and what they do for CIEE.

Characters Remaining: 3000

Who will provide daily supervision of the trainee/intern? What are their qualifications to teach the planned learning? \* 

Frank Baum has been overseeing our training program for 3 years and has a bachelors in cultural exchange. He has been in the visa sponsor industry for over a decade and has worked with many J-1 visa interns.

Characters Remaining: 3000


What plans are in place for the trainee/intern to participate in American cultural activities? \* 

For the last phase, we will be coordinating a party celebrating John and their time with us. We will be having a happy hour as part of this at a local Portland business. Additionally, we will give them the option of either having the team go on a Lucky Catch Cruise (highlights New England's lobster industry) or on Maine Day Ventures: Portland Old Port Culinary Walking Tour.

We have an office based in Boston as well so for one Friday-Monday period we will have them visiting Boston with staff members from the office. They will go to some local attractions as well as any events that are going on at that time.

Characters Remaining: 2386

### KNOWLEDGE & SKILLS


What specific knowledge skills or techniques will be learned? \* 

John Doe will learn a range of skills, knowledge, and techniques that are essential for managing internal communication within CIEE. Some of these include:

1. Strategic communication planning: You will learn how to develop communication plans that align with the overall objectives and goals of CIEE.
2. Writing and editing skills: You will learn how to write clear, concise, and compelling messages.
3. Interpersonal and relationship-building skills: You will learn how to build relationships with different teams within the organization and be able to communicate with them effectively.

Characters Remaining: 3000


How specifically, will these knowledge, skills or techniques be taught? \*

Include specific tasks/activities (interns) and/or Methodology of training and Chronology/Syllabus (Trainee) 

Similar to previous phases, the training for this participant will be conducted in-person, on-site and I, Frank Baum, will be in office with John Doe offering continuous support/guidance. participant will have the opportunity to shadow me and meet other department's to understand their role within CIEE.

As part of the training, the participant will continue to attend daily team meetings, providing them with the opportunity to ask questions, receive process updates, and discuss any issue may have arisen during the day. Although I am providing continuous support to John Doe, to ensure the participant's success throughout the training phase and their professional development overall, I will meet with the participant in a weekly informal one-on-one meeting to act as a mentor.

Characters Remaining: 2208

How will trainee/intern's acquisition of new skills and competencies be measured? \* 

Similar to the first phase and second phase, at the beginning of the phase, we will establish goals that will be evaluated on a monthly basis and at the end of the training phase. At the conclusion of the training, I, John's supervisor, will complete a written performance review assessing the participant's work habits, understanding, motivation, and attitude.

Furthermore, we will follow up with different departments and those who interacted with John Doe to gather constructive criticism and feedback on their training sessions together, ensuring a comprehensive evaluation of their overall performance.

Characters Remaining: 2393

Additional phase remarks 

Characters Remaining: 3000

#### PHASE SUPERVISOR SIGNATURE

Electronic Signature

Email

Date

Frank Baum

4/17/2023

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## HISTORY OF CHANGES

Date	Description	User	User Type	View	
17 April 2023 @ 9:51:39 am	Signed By Host Organization	Erin Ackley	CIEE Staff	View (/trainingplan/49171/snapshot/345856)	<input type="checkbox"/> COMPARE

## NOTES

Add Note

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## CONTACT CIEE

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