



Manager-in-Training (MiT) Program

Background:

Pointtters Community Initiatives (PCI) is a non-profit 503(c) organization that works for black and minority communities in the Fox Valley region. Our services include providing resources to needy families, presenting information on healthcare services available to minority communities, and developing a workforce through education and job training services.

PCI's Manager-in-Training (MiT) program is part of our workforce development initiatives. An extension of our Academic Career Excellence (ACE) program, MiT is a yearly program that offers 25 students from grades 11 and 12 and undergraduate college students the opportunity to shadow real managers in full-time companies in Wisconsin to train for a transition to the workforce and towards a career in management at a field they desire.

A pilot program for MiT will be held this upcoming summer during the month of June. Otherwise, the program will be held twice yearly, aiming for Spring and Early Summer.

How we will select students:

PCI will open online applications for MiT roughly two to three months before our program's start date. Students must submit their application by a due date one month before the program's start date. Applications must be submitted with:

1. Their name, grade, and contact information
2. Their current GPA
3. The field they are interested in
4. Their available dates
5. Letters of recommendation from TWO of their teachers/counselors

Our target group is minority high school students from grades 11 and 12 and undergraduate college students from select colleges and universities.

When applications are submitted, the selection of the 25 total students will be decided by Pointtters via:

1. Students' GPA (validated)
2. Letters of Recommendation
3. Interviews with the teachers who recommended the student
4. Interviews with companies we partner with
5. Interviews with the students themselves

Our selection of 25 students will be an even mixture of students from all our target grade levels and a healthy distribution of available companies in different fields.

How company selection will work:

PCI will partner with companies across the Fox Valley and Wisconsin, with selections based on the fields students wish to explore.

The starting available fields we will select for company selection include:

1. IT Tech
2. Cybersecurity
3. Business leadership
4. Healthcare
5. Public Safety
6. Law
7. Engineering
8. Manufacturing

The selection process will begin three months before the program start date. Ideally, the companies should be selected before the closing date of student applications.

When Students Are Selected:

PCI will use the contact information in the students' applications to inform them that they have been selected for the MiT program and which company they will visit for their shadowing experience.

Once selected, a student will:

1. Attend a small conference in which the selected students and the managers of all our partnered companies will meet each other. This conference will provide a brief orientation to the overall program.
2. At the end of the initial visit, students will be given a packet filled with helpful information on the company and recommendations for undergraduate or postgraduate education. The packet also contains questions for students to answer during the shadowing experience and an end-of-program survey to complete when completing the program.
3. Students will work alongside their selected company managers throughout their job shadowing programs. Upon completion of the program, they will be given a certificate of completion and (depending on the school they are from) academic credit toward their degree.
4. After the program, students will meet with PCI for a post-program interview and survey completion. During the interview, the student will be asked about their experiences with the program and be given some resources to assist them in their education.

PCI will provide ridesharing options for students without transport during the shadowing program.

How we will gather data:

- As mentioned above, students will be asked to fill out an end-of-program survey for us highlighting their experience and providing concrete data numbers and scores towards the program in general, as well as the company they worked with.
- The student can complete this survey before or during their final post-program meeting with PCI, scheduled shortly after the shadow's completion. PCI will take additional notes during our post-program interviews with the students.

- We will also email our partnered companies, asking them to complete a separate online survey form about the student they worked with and their experiences with the program.
- Combining data from both sources will allow us to improve the program over the coming years.

Approximate Timeline of Program:

1. **March 2024** - PCI will begin searching for and connecting with different companies to participate in our MiT program.
2. **March 2024 to April 2024** - PCI will open up student applications to be considered for the program.
3. **May 2024** - Student applications will close. The student selection process will begin.
4. **June 8th, 2024** - PCI will host a small conference at a college or university for selected students to meet their managers and have a small orientation of the program.
5. **June 10th, 2024, to June 14th, 2024** - Students will be doing their job shadowing program with their selected company.
6. **June 17th, 2024, to June 28th, 2024** - Students will schedule post-program meetings with PCI to do their end-of-program interviews and hand in their surveys.

Benefits from the program:

1. Students will have a chance for first-hand experience of managerial positions in a company of their dream field.
2. Completing the program can provide school credit (depending on the agreement with the schools).
3. The program can be placed in a student's resume.
4. Students will have a manager in their network to help with their job search.
5. MiT can also act as a mentoring program for students.

The Next Steps:

- Our pilot program will be officially announced to students during our next ACE program in March, with applications open.
- PCI will contact known associates within different companies to gauge interest and find official partners.
- PCI will be observing company requirements already in place regarding job shadows and will adapt accordingly. Packet material will also be prepared with collaboration from these companies.