



LEEP

Week-on-the-Job Program Tips for Success

Focus on relationships

It's better to have a small group of professionals build relationships with students throughout the week.

Recruit Staff to serve as mentors to students

Involve employee resource groups and/or summer associates/interns planning and program implementation

Come up with a project for the week

You can either do a mini-project every day or one longer/larger project that students prepare for and present at the end of the week.

Use the template schedule to create a schedule that includes:

- Hands-on activities every day
- Mentorship opportunities
- Fun activities
- Ice breakers
- Extra time built-in – things often take longer than anticipated!

Assign 1-2 coordinators of the program that will:

- Create the schedule
- Recruit volunteers
- Assign roles
- Serve as the main point of contact for students and NJ LEEP staff