



TRANSPORTATION
PROGRAM

Richland County Transportation Internship Program

Lunch & Learn Initiative

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What is a Lunch and Learn?

Our lunch and learn program is a 30-45 minute training or presentation session facilitated by the Richland Transportation Program for interns during a lunch hour. The session is meant to encourage and motivate interns while covering important issues and promoting an open platform for information sharing and work development.

Benefits of Lunch & Learn Programs:

- Opportunity to improve intern engagement and involvement
- Informal setting creates an open environment for communication and learning
- Group training and informational sessions reinforce our goal to provide an enriching learning environment in the Richland Transportation Program
- Opportunity to expose interns to new career options and business environments
- Opportunity for other professionals to share their expertise



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Our Goal:

By implementing a Lunch & Learn program, we are ensuring that interns leave with an enriching experience. Our aim is to provide and enhance intern knowledge and provide continuous avenues for career and personal development.

Our Objective:

To broaden an intern's understanding of their chosen career path and to enhance their knowledge of other career fields.

Logistics:

Speakers

- We will invite various Richland Transportation Program and Richland County staff to lead the sessions. In addition, we will extend an invitation to career specialists from local colleges and universities and select professionals from careers related to the program.

Location

- Sessions will be held at the Richland Penny Office, 201 Arbor Lake Drive, Columbia, SC 29223.

Schedule

- We will plan to host at least two Lunch & Learns per internship session.

Meals

- As host for these sessions, we will provide a light lunch for interns and guests. Meal arrangements will be coordinated by the internship coordinator.



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Sample Lunch and Learn Topics

1. Lunch with TED
 - There are a wide variety of TED Talks online that would be beneficial for interns to watch. Topics range from discussion on leadership, character development, and how to be successful in various work environments, etc.
2. Career Services Day
 - Invite staff from the career services department of a local college/university to come speak to the interns. They will discuss how to build a resume, writing a cover letter and give interview tips.
3. You Pick
 - This day's topic will be based on intern recommendations.
4. Training and Cross-Training
 - Invite PDT and Richland County staff to train and educate interns on how they perform their job duties. Staff will share their educational and career experiences to help guide an intern's career choices.
5. Professionals Day
 - We will invite professionals from outside of the Richland Transportation Program to come speak to the interns. This offers an opportunity for interns to understand the specific or various career options that are available. It is a time for them to learn and seek advice.