

## Implementation Checklist: Your Step-by-Step Guide

Use this actionable checklist to plan and execute your own outsourced digital internship programme.

### Programme Delivery

Action	Key Considerations	Responsible Person	Timeline	Status
<b>Launch technical training programme</b>	<ul style="list-style-type: none"> <li>Begin with foundational workplace skills</li> <li>Introduce client-specific tools and processes</li> <li>Implement weekly progress assessments</li> </ul>	Technical Manager	Month 9	<input type="checkbox"/>
<b>Integrate interns with employer partners</b>	<ul style="list-style-type: none"> <li>Facilitate introductions and workplace orientation</li> <li>Establish 3-day client site, 2-day hub schedule</li> <li>Assign client mentors and define their roles</li> </ul>	Programme Director	Month 10	<input type="checkbox"/>
<b>Implement ongoing support systems</b>	<ul style="list-style-type: none"> <li>Weekly one-on-one check-ins with each intern</li> <li>Monthly group sessions for peer learning</li> <li>Psychosocial support and financial literacy training</li> </ul>	Candidate Manager	Ongoing	<input type="checkbox"/>
<b>Monitor and adjust operations</b>	<ul style="list-style-type: none"> <li>Collect weekly feedback from interns and employers</li> <li>Track KPIs and financial performance</li> <li>Make rapid adjustments to improve effectiveness</li> </ul>	Programme Director	Ongoing	<input type="checkbox"/>

**Let's Get To Work.**

This model is challenging but immensely rewarding. You will be building a new ecosystem for talent in South Africa.