

WORLDUNITE!

PROVIDING INSPIRATION ABROAD

Custom Internship Plan Microfinance out of Tanzania Day-per-Day Schedule

Total duration 5 weeks x 20 hours/week (part-time)

	Online Work	Offline Work (intern)
Wed, July 1	4pm-5pm Preparation Session: Understanding Tanzanian work culture; Introduction to the Microfinance Organisation; incl. Intern + World Unite! Tanzanian internship coordinator	
Thu, July 2	4pm-5pm Meeting between intern + Tanzanian internship coordinator + internship supervisor; discussing objectives, tasks, schedule of offline work and online supervision sessions	
Mon, July 6	5pm-7pm online supervision session. Internship supervisor gives introduction to microfinance in East Africa and explains the work of the organisation. Provides literature for more in-depth reading and gives tasks to be completed before next supervision session	Objective a. To understand how microfinance works in Tanzania 2 hours (after session) intern working on tasks: * Reading the literature provided * Summarising the concept of microfinance and its benefits to members in 500 words
Tues, July 7	-	4 hours intern working on tasks (continued from day before); send summary to supervisor
Wed, July 8	5pm-7pm online supervision session. Discuss tasks done by intern; answer questions about Objective a. Supervisor explains about small business models in the Kilimanjaro region, funded by microfinance system and background/needs of members of	Objective b: To assist in identifying the business models that work best for VICOBA members and planning small business models for the members 2 hours (after session) intern work on tasks:

	Village Community Bank (vicoba) Microfinance groups.	* formulating general financial advice to vicoba members (taking into account their financial family situation) * develop general principles of small scale businesses that work for vicoba members
Thu, July 9	-	4 hours intern working on tasks (continued from day before)
Fri, July 10	5pm-7pm online supervision session. Discuss the tasks done by intern. Choose one business idea to work out a business plan. Supervisor provides templates for business plan	2 hours (after session) intern reading template of existing business plan.
Sat, July 11		
Sun, July 12		
Mon, July 13	5pm-7pm online supervision session. Going through business plan template and discussing business ideas of intern for creation of business plan 1.	2 hours (after session) intern working on task (writing business plan 1)
Tues, July 14		4 hours intern working on task (continued from day before)
Wed, July 15	5pm-7pm online supervision session. Checking status of Business Plan; Q&A	2 hours (after session) intern working on task (continued)
Thu, July 16		4 hours intern working on task (continued); intern submits business plan to supervisor (evening)
Fri, July 17	5pm-7pm online supervision session. Discussing the business plan 1. Discuss idea about business plan 2.	2 hours (after session) intern working on task (writing business plan 2)
Sat, July 18		
Sun, July 19		
Mon, July 20	5pm-7pm online supervision session. Checking status of Business Plan; Q&A	2 hours (after session) intern working on task (continued)
Tues, July 21		4 hours intern working on task (continued); intern submits business

		plan to supervisor (evening)
Wed, July 22	5pm-7pm online supervision session. Checking status of Business Plan; Q&A	2 hours (after session) intern working on task (continued)
Thu, July 23		4 hours intern working on task (continued); intern submits business plan to supervisor (evening)
Fri, July 24	5pm-7pm online supervision session. Discussing the business plan 2. Then supervisor explains about current record keeping methods of the vicobas (purchase of vicoba stocks, loans, repay of loans).	Objective c: Identify the best techniques of record keeping for VICOBA women Task: 2 hours (after session): Intern makes SWOT analysis of the current process.
Sat, July 25		
Sun, July 26		
Mon, July 27	5pm-7pm online supervision session. Discussing the task done by intern. Supervisor provides case studies of problems identified in the process of record keeping methods of the vicobas	2 hours (after session): Intern researches and suggests improvements to the process (possibly technical solutions that are feasible)
Tues, July 28		4 hours intern working on task (continued from day before)
Wed, July 29	5pm-7pm online supervision session. Discuss task, Q&A	2 hours intern working on task (continued)
Thu, July 30		4 hours intern working on task (continued); intern submits report
Fri, July 31	5pm-7pm online supervision session. Discussing the report. Supervisor provides a list of current businesses & products done by vicoba members	Objective d: Assist VICOBA members on sales techniques to find markets for their products Task: * 2 hours (after session) intern reading the list
Sat, Aug 1		
Sun, Aug 2		
Mon, Aug 3	5pm-7pm online supervision session. Internship supervisor gives introduction to training sessions	2 hours intern working on task: * Thinking about best methodology for sales training for vicoba members

	carried out for vicoba members.	
Tues, Aug 4		4 hours intern task: * Writing a training plan for sales training for vicoba member
Wed, Aug 5	5pm-7pm online supervision session; training plan Q&A	2 hours intern working on task (continued)
Thu, Aug 6		4 hours intern working on task (continued); intern submits report
Fri, Aug 7	5pm-7pm online supervision session. Discussing the report. Final evaluation of learning outcome.	