



The Negotiation Academy - Europe
The Power to Win More

JOB SPECIFICATION: INTERN

Designation	Intern
Primary job specification:	Operational and research support services in exchange for cost-free learning, training and business experience.
Detailed job specification breakdown:	Providing project and product related support in areas of: <ul style="list-style-type: none">➤ Product development➤ Conference and event management➤ Preparation of negotiation workshop materials➤ Assistance with sales and marketing campaigns/materials➤ Ad hoc training/consulting support activities
Intern services exchanged for:	Complete access to training/consulting services, i.e.: <ul style="list-style-type: none">➤ All public access training➤ Individual profiling➤ Individual debriefing/coaching➤ Meetings with Directors if/when appropriate➤ Performance review and support activities➤ Etc. <p>The above is provided free of charge during the agreed term.</p>

The above Job Specification is a guideline to the role and should not be regarded as specific and fixed. Interns are expected to perform their duties in accordance with their job specifications, as well as demonstrate initiative wherever required to ensure the efficient and effective execution of tasks. Ahead of appointment, agreement will be reached on specific internship objectives to ensure that specific areas of interest are supported.

Interns are treated no differently than permanent employees, and are therefore included in all employee events, functions and meetings as appropriate. Interns are encouraged to address any relevant issues with their Reporting Managers in support of both quality performance and individual skills development.

Upon conclusion of the term, the Intern will be granted an Exit Interview which will provide a formal confirmation of performance related aspects. These interviews are typically conducted by a Director of the company.

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