

Clerical internship as an effective method of introducing an employee to the duties of the position held

Purpose

Developing a model for introducing newly hired officials to work in a given position.

Familiarization with the specifics of work.

Assumptions

1. Persons hired for work do not have sufficient knowledge about the specifics of work in a given unit
2. Their education is often unrelated to the newly entrusted duties
3. The experience gained in similar units often does not have a direct impact on new responsibilities
4. The most effective method of induction is practical training of the employee in a specific unit
5. The existing staff participating in the training of new employees is additionally motivated
6. Initial training that allows new employees to learn the specifics of the job allows them to perform their duties effectively from the beginning of employment

Create a tool

1. The starting point for creating an effective internship mechanism is to recognize the need to conduct it within one's own unit
2. This requires finding funds for the preparation of training
3. The internship program should be determined by a team constituting a cross-section of the court's management staff
4. For the effectiveness of training activities, it is necessary that as many classes as possible are conducted by court employees
5. Cooperation of training staff in setting the program will increase the effectiveness of implementation activities
6. The program should be created in the form of a document indicating the categories, time and scope of training
7. The preferred form of classes should include workshops – this approach has a direct impact on the effectiveness of the implementation of the tasks
8. It is important to end the internship with an exam – it is important that the formal requirements are known to the trainees before it begins
9. It is necessary to appoint a person responsible for coordinating traineeships in the court

Description of the functioning of the practice

1. Persons employed in the court, after passing the qualification stage, start an internship
2. As part of the internship classes, they take part in trainings and workshops, during which the interns will learn about legal regulations and specific work practice
3. The internship should follow a pre-defined program known to the interns
4. Heads of Registries submit monthly reports on trainees to the traineeship coordinator at the court
5. Internship activities are planned well in advance
6. The internship coordinator submits a summary report to the President of the court
7. It is important to develop an attitude of understanding for the importance of the internship as a tool that directly supports the staff in their current work
8. After completing the internship, officials pass an exam and receive a certificate issued by the court

Benefits

1. Internships introduce officials directly to the work of a given unit
2. At the same time, they are an effective implementation tool due to the workshop form and the end of the exam
3. They are a motivational element for employees participating in training as lecturers
4. For the court staff, from the stage of employment and starting work, interns are a real reinforcement
5. The awareness of preparing monthly reports and the interest of the training staff is a clear signal for a newly hired employee that the organization cares about its well-being by caring for its development

Cost of implementation

1. Cost of work to create an internship program
2. Costs incurred for the remuneration of trainers
3. Costs of preparing and conducting the final exam

Other necessary expenditures/activities

1. Issuance of the necessary regulations and orders