

National Cancer Institute

Summer Mentor Training

SAVE THE DATE!

Tuesday, May 9th **or** Wednesday, May 17th
11:00 AM – 12:00 PM 2:00 - 3:00 PM

We are offering two sessions. If you are a NCI summer mentor, please plan to attend at least one session.

This presentation will cover topics to help you succeed as a mentor this summer:

1. How to get your intern setup for success.
2. NCI and NIH summer offerings to consider while planning a schedule with your intern.
3. Tips for effectively mentoring a summer intern



Welcome!
NCI Mentor Training
Summer Internship Program
2023



**Congratulations on
being a
Summer Mentor!**



Jackie Lavigne

Ph.D., M.P.H.
Director, Office of Education
DCEG, NCI

NCI Summer Coordinators	
CCR Bethesda	SIP – Vi Black HS-SIP – Chanelle Case Borden
DCEG	Diane Wigfield and Dominiqua Griffin
DCCPS	Richard Moser
NCI Frederick	Carrie Wagerman
CBIIT	Shannon Silkensen



Richard (Rick) Moser

Ph.D.,
Training Director, DCCPS

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- What know and do before your intern arrives

- New 2023 information: orientations, course offerings, etc.

- Things to keep in mind as you start off

- Getting Research Started: helping your mentee understand goals and expectations

- For **New Summer Mentors** – Additional Tips for Success

Agenda



● What know and do before your intern arrives

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● For New Summer Mentors – Additional Tips for Success

Agenda



What type of
summer mentor are
you?

NIH Summer Subprogram Mentor

NIH Subprograms

- AMGEN
- CCSEP
- C-SOAR
- G-SOAR
- GDSSP
- HiSTEP
- HiSTEP 2.0
- UGSP

Responsibilities

Subprogram will:

- ✓ Match you with your intern and cover stipend cost
- ✓ Create Hiring Package
- ✓ Create a NED ID

You/Admin/AO/ Branch or Lab is responsible for:

- ✓ Order computer
- ✓ Confirm Computer Software with CBIIT
- ✓ Order any other equipment that is needed

Reminders

- Subprogram may have
 - Specific start dates
 - Orientations
 - Additional requirements
 - Trainings and workshops
- Please make sure to reach out to the Subprogram Coordinator for additional information

NIH Summer Internship Program (SIP) Mentor

Responsibilities of Hiring Group

- ✓ Cover Stipend Cost
- ✓ Create Hiring Package (Admin/AO)
- ✓ Ensure intern has completed security trainings/ Get badge - if needed
- ✓ Create a NED (Admin/AO)
- ✓ **Order computer** (You/Admin/AO)
- ✓ Confirm with CBIIT Computer Software (You/Admin/AO)
- ✓ Order any other equipment that is needed (You/Admin/AO)
- ✓ Have your intern attend NIH and NCI orientation (You)

How can we ensure your mentee will have
a laptop on their **start date**?

Things to consider!



What Type of Computer is needed?

- Government Furnished Laptop (Mac or PC Laptop)
- No Computer Needed: Mentee will be using personal laptop and utilizing Remote Apps



Where will the intern be located?

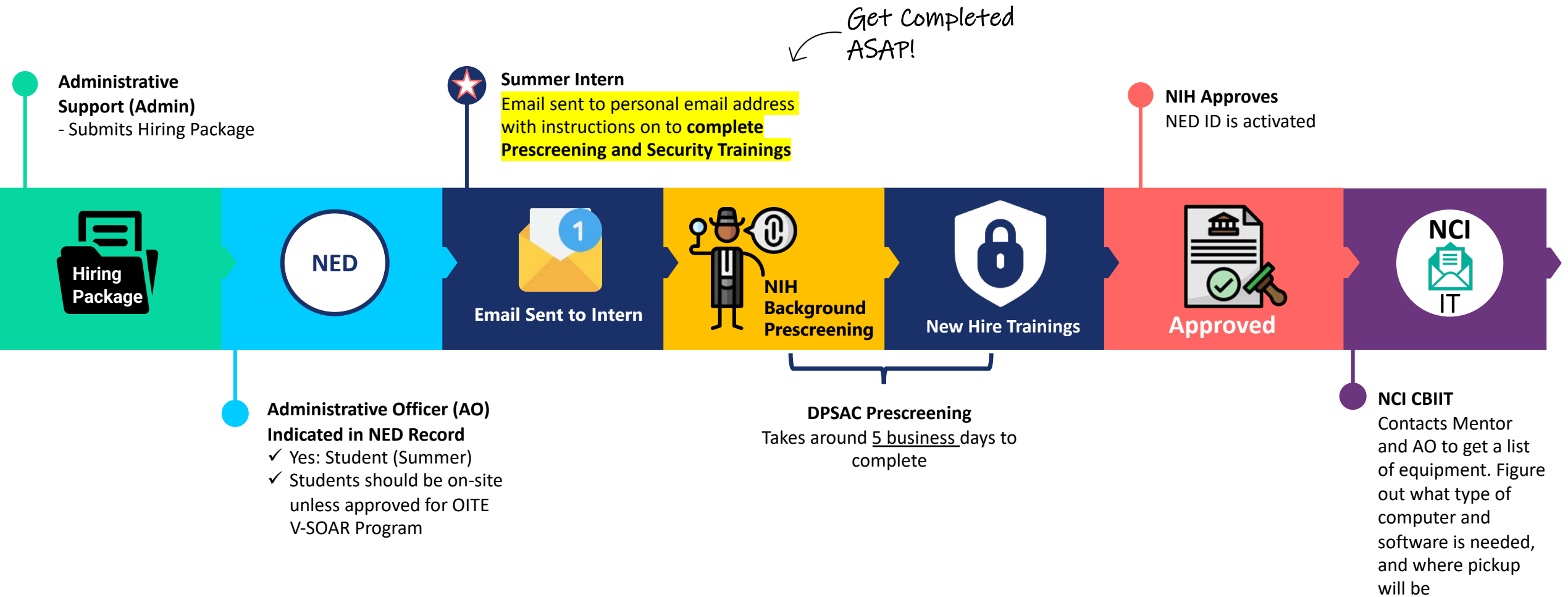
- On-site interns can pick up laptop at NCI location and log in with badge
- Work with AO/ Admin to set-up an appointment



Communicating w/ Summer Coordinators and Admins

- Work with AO/ Admin to ensure summer intern's information has been added into NED and **security trainings have been completed** (interns must complete security trainings ahead of time)
- Complete the software survey from CBIIT

Process for getting your intern set up with a computer

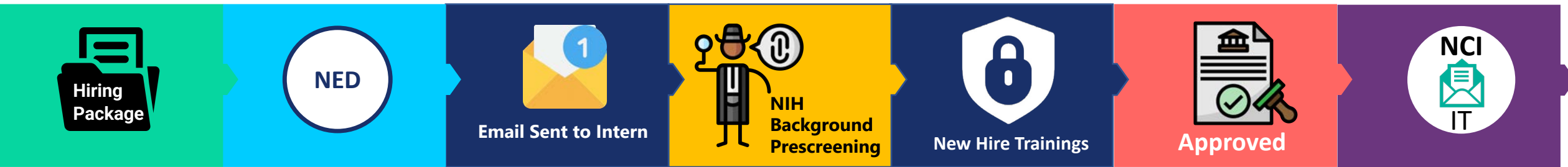


Phase 1

Prior to Start Date!

Process for getting your intern setup with a computer

Phase 1



Phase 2



Schedule a Badge Appointment
Choose date and indicate work site location (choose preferred NCI building)

Badge Enrollment
- Bring 2 forms of Government issued ID (One must be a photo ID)
- Fingerprinting is also done at this time

*** see next slide for those who cannot come in person before start date*

Arrive for 1st day
Bring NIH badge!

Computer Pick Up
CBIIT should deliver to office location

Submit IT help ticket
If needed

****[NEW]****

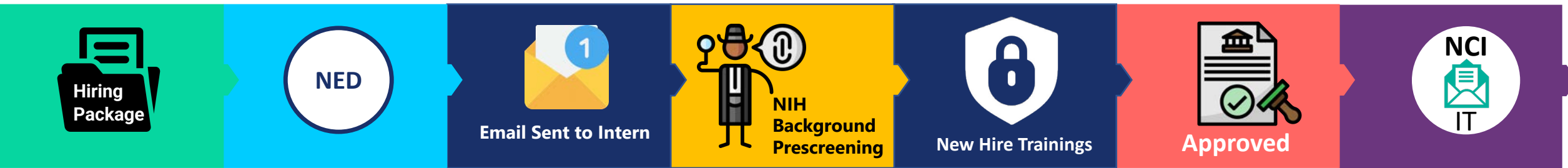
DPSAC Summer Student Site – DPSAC Main Office in Building 31, 1B03
– May 1st - June 16th, every Friday from 8AM - 12PM

Phase 2

Prior to Start Date!

Process for fingerprinting if NOT in person (> 50 mi. from DC area)

Phase 1



Phase 2



Use FieldPrint

- Get prints at a FieldPrint office near intern's home
- Interested interns contact:
ORSFingerprintService@mail.nih.gov with subject line "2023 Summer Student Request"

Arrive for 1st day and Schedule a Badge Appointment

Badge Enrollment on FIRST Day

- Bring 2 forms of Government issued ID (One must be a photo ID)
- Bring fingerprint information

Computer Pick Up

CBIIT should deliver to office location

Submit IT help ticket If needed

Phase 2

Prior to Start Date!

Government Furnished Equipment (GFE)

GFE Laptops are only issued to interns whose mentors have requested it




If any changes need to be made, please contact your summer coordinator



GFE laptops must be returned at the end of the summer!
Please make sure that the equipment is returned to CBIIT



Required Trainings

	TRAINING	TYPE	LOCATION/LINK	NOTES
 Mandatory Trainings	NIH Information Security Awareness, Counterintelligence, and Emergency Preparedness Course	ONLINE	https://irtsectraining.nih.gov/publicuser.aspx	TAKE ASAP! Required to activate NED account and obtain NIH email address
	COVID-19 and Laboratory Safety Training (DOHS)	VIRTUAL	May 23 rd and June 6 th , 3:00-4:00 pm https://www.training.nih.gov/summer_intern_news	Must register; can watch the webinar after
Attendance at One Required	NIH OITE Orientation	HYBRID	Building 35, Room 640 Register: https://www.training.nih.gov/summer_intern_news	HS-SIP - June 12, 20 or 26, 10:30AM - 2:30PM SIP - Fridays May 26 th -June 16 th 10:30-12:00 PM
	NCI Orientation – general or DOC-specific	Some IN PERSON and some VIRTUAL	IN PERSON/all NCI: June 5, 9:00AM – 11:00AM Building 10, Lipsett Auditorium VIRTUAL/all NCI: June 12, 9:00AM – 12:30PM https://nih.zoomgov.com/meeting/register/vJlsdOusrT8uGFBj0WZgeDowlaMSYshDYco IN PERSON/DCEG: May 23 – June 13 (Tues, in person) 9:30 – 10:30 am	The virtual NCI orientation will be recorded and shared DCEG interns are required to attend one of the DCEG orientations
Required for Certain Research Groups	Working Safely with HIV and Other Bloodborne Pathogens (NEW) or Bloodborne Pathogen Refresher (RETURNING)	ONLINE	https://www.safetytraining.nih.gov/	
	Radiation Safety	ONLINE	https://drs.ors.od.nih.gov/training/Pages/index.aspx	

NEED HELP?

NCI CBIIT POC

- Alin Apostol alin.apostol@nih.gov

NCI Help Desk

[Service.cancer.gov](https://service.cancer.gov)

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● What know and do before your intern arrives

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Agenda

Orientation Schedule

SIP 2023

Fridays, 10:30 am – 12:00 pm
(Hybrid)

- May 26
- June 2
- June 9
- June 16



HS-SIP 2023

Mondays, 10:30 am – 2:30 pm
(Hybrid)

- June 12 (Monday)
- June 20 (Tuesday)
- June 26 (Monday)



NCI SIP 2023

NCI – General Orientation

- June 5 (in-person)
- June 12 (virtual & recorded)

OITE 2 BIG EVENTS

Registration is required
for both events!

NIH Graduate & Professional School Fair

July 19, 2023 – plus virtual exhibitor days

Recommended for those who are exploring educational programs leading to the PhD, MD, DDS, MD/PhD, and other graduate and professional degrees

➤ **July 19, 2023: 12:00 pm – 5:00 pm:** In-Person Sessions: Natcher Conference Center
REGISTRATION is now OPEN

➤ **July 24-Aug 11, 2023:** Virtual Exhibitors

Summer Research Presentation

Recommended for ALL summer Interns



August 3-4, 2023 – registration Jun 12 – Jul 6

Your interns share the research and creative projects they have been conducting at the NIH

In-Person and Virtual Poster Presentations



SUMMER CURRICULUM: workshops and trainings for both HS-SIP and SIP participants [mostly virtual or hybrid]

Tuesdays: Career Development and Science Skills; Becoming a Resilient Scientist Series – Group Discussion

Wednesdays: Graduate & Professional School Preparation (for SIP); NIH Career Development Series for Young Scientists (for HS-SIP)

Thursdays: Becoming a Resilient Scientist Series - Lecture

Fridays: Career Development and Science Skills

SUMMER INTENSIVE SERIES: [SIP only] All virtual or hybrid

- Sexual and Gender Minority Health Research Summer Enrichment Program (7 sessions, 2 hr each)
- Health Disparities (6 sessions, 2 hr each)
- Summer Data Science Lecture Series (4 sessions, TBD)

SUMMER JOURNAL CLUBS: [SIP only] Either in person OR hybrid; great way to meet other interns!

- LOTS of options
- SIP participants get a passcode to register
- Registration is open May 1 – June 2, 2023



OITE: Summer Lecture Series

Recommended for Everyone!

**Special
Event**

SIP & HS-SIP

Dr. Janice Lee

Clinical Director, National Institute
of Dental and Craniofacial
Research

Friday, July 7th

2:00 – 3:00 PM

Dr. Eliseo Pérez-Stable

Director, National Institute on Minority
Health and Health Disparities

Friday, July 14th

2:00 – 3:00 PM

VISIT THE OITE SUMMER WEBSITE

- ✓ List of NIH Summer Intern Events
 - ✓ Career and professional development workshops
 - ✓ Summer Lecture Series
 - ✓ Journal Clubs
 - ✓ Summer Intensive Series
 - ✓ Graduate & Professional School Fair Info
 - ✓ Summer Poster Days
- ✓ Wellness activities
- ✓ Career Service center
- ✓ Lots of online resources!
- ✓ Activities for High School SIP and SIP

ALL of this can be found here:

https://www.training.nih.gov/trainees/summer_interns

NIH SUMMER HANDBOOK 2021

NIH National Institutes of Health

TABLE OF CONTENTS

OITE — THE OFFICE OF INTRAMURAL TRAINING & EDUCATION	1
Who's Who in the OITE?.....	2
Planning A Successful NIH Summer Internship!.....	2
Using the Summer Handbook.....	2
The OITE Website.....	2
OITE Online Resources.....	2
The OITE Career Services Center.....	2
The OITE Careers Blog.....	3
Getting Off to a Good Start: Settling in to Your New Research Group.....	3
If Problems Arise.....	3
WHAT IS THE NIH?	4
NIH Overview.....	4
Institutes and centers (ICs) of the NIH.....	4
Acronyms.....	5
NIH Campuses.....	6
Understanding Institute/Center Organization and Administration.....	6
Who Conducts Research at the NIH?.....	7
Meeting the Important People in Your Institute or Center (IC).....	7
WELLNESS "AT" THE NIH	8
OITE Summer Wellness Resources.....	8
Summer Wellness Workshop Series.....	8
Summer Small Group Discussion Opportunities.....	8
NIH Wellness Resources	9
Other NIH Offices That Support Wellness.....	9
Resources to Support the Distressed Trainee.....	10
What if I Need Help?	10
THE VIRTUAL 2021 SUMMER INTERNSHIP PROGRAM	11
Summer Internship Program Activities.....	11
Virtual Project.....	11
Summer Internship Curriculum.....	11
Summer Bootcamps.....	12
Summer Journal Clubs.....	13
Opportunities to Explore Data Science for Summer Interns.....	13
NIH Science at Home.....	14
In Their Own Words.....	14
The NIH Library.....	14

SPECIAL SUMMER EVENTS	15
NIH 2021 Virtual Graduate & Professional School Fair.....	15
2021 Summer Lecture Series.....	15
SUMMER RESEARCH PRESENTATION WEEK 2021	16
Overview.....	16
Registration.....	16
Creating a Slide for Your 3-Minute Talk.....	16
Creating Your Poster.....	17
Virtual Poster Requirements: Content and Design.....	17
VIRTUAL DESKTOP INFRASTRUCTURE: HOW SUMMER INTERNS WILL GET THINGS DONE	18
What IS Virtual Desktop Infrastructure?.....	18
How Do I Get Access to VDI?.....	18
Getting an Active Directory (AD) Account in NED, the NIH Enterprise Directory.....	18
Multi-factor Authentication (MFA) Downloading/Logging into VDI.....	18
What will I need to Make this Work?.....	18
FOLLOWING NIH RULES	19
Paying Taxes on Your Summer Income.....	19
NIH Anti-Harassment Guidelines and Resources.....	19
THINK ABOUT THE FUTURE	21
Important Paperwork.....	21
Join the Alumni Database.....	21
After Your Internship: Coming "Back" to the NIH.....	21
NIH Undergraduate Scholarship Program (UGSP).....	21
Postbaccalaureate Intramural Research Training Award (IRTA).....	21
Graduate Partnerships Program (GPP).....	22
Programs for Medical, Dental, and Veterinary Students.....	22
CONTACTS	23
Central Summer Internship Program (SIP) Coordinator.....	23
Summer Internship Program (SIP) Coordinators.....	23
NIH Summer Internship Program (SIP) Subprogram Coordinators.....	25
USEFUL WEBSITES	26
NIH Resources.....	26
NIH Research & Training Resources.....	26
ACKNOWLEDGEMENTS	27

Check Out the NIH Summer Handbook

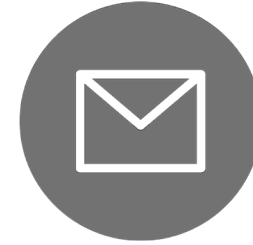
Lots of helpful information!

https://www.training.nih.gov/assets/2021_Summer_Handbook.pdf

Notifications about seminars, workshops,
and events will be through email



**NCI Summer
Listservs**



**OITE Summer
Listservs**

**If you notice your intern is not receiving emails from these
listservs, let your summer coordinator know!**



Let's Look at the NCI Summer Offerings

NCI Summer Activities

Workshop Name	Contact
Best Practices for Literature Searching	Chanelle Case Borden, CCT
NCI Training Opportunities	Erika Ginsburg, CCT
Into to SAS	Rick Moser, DCCPS
Young Investigator Panel - CCR	Erika Ginsburg, CCT
Tools and Resources to Support a Research Fellowship	Rick Moser, DCCPS
Introduction to Epidemiology (EPI 101)	Diane Wigfield, DCEG
Introduction to Cancer Biology	Vi Black, CCT
Young Investigator Panel - DCEG	Diane Wigfield, DCEG
Young Investigator Panel - DCCPS	Rick Moser, DCCPS

NCI activities are open to all NCI Summer Interns

Other NCI fellows are also invited to attend!

BOOKMARK this page!

<https://www.cancer.gov/grants-training/training/at-nci/sip>

Keep in mind: there will also be **additional events that are specific to your Division**. Emails about these special events will come from your summer coordinator, not OITE.

VISIT NCI SUMMER WEBSITE

<https://www.cancer.gov/grants-training/training/at-nci/sip>

- ✓ List of NCI Virtual Events
- ✓ Information/link will be updated throughout summer
- ✓ Help you plan out your summer



You may be thinking...

That Was A LOT!

- How can I understand the schedule better?
- Where can I find this information during the summer?

NIH: https://www.training.nih.gov/summer_intern_news

NCI: <https://www.cancer.gov/grants-training/training/at-nci/sip>





The number of offerings can feel overwhelming! Review the NIH and NCI options **WITH** your intern and plan for what works for both of you!





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Primary Goals of Summer Program

- Have a positive impact on your trainee and **build their love of science**   
- Help mentee understand how you work and the fun and challenges in testing hypotheses and making discoveries
- Ensure your summer intern has the opportunity to participate in End of Summer Poster Event, August 3-4th



Remember!

1

Summer interns are young and may have limited experience in the work world and in science

2

Interns are likely to feel intimidated by you and the environment they are entering

3

Interns will likely think they are unqualified but may not show it

4

Do what you can to help your mentee feel welcome and an important part of your team

Establishing a Relationship

- **Communication is key!**
- **Get to know your mentee**
 - Tell them about you
 - Ask about them and their goals
- **Regular check-in are needed**
- **Introduce them to other people in your research group**
- **Encourage them to meet other interns through NIH and NCI trainings**



Weekly Goals

Meeting

Include project tasks **AND**
professional development
session attendance

Creating a schedule

There are many virtual offerings this summer!

(will cover calendar of activities in a moment)

Your research project should come first but **keep in mind your mentee's career goals**

Review the summer calendar and come up with a plan that accounts for your *and* your mentee's project *and* career goals

Summer Overview/Suggested Weekly Goals

Weeks 1-2: Gain an understanding of project literature and background

Weeks 3-5: Gain an understanding of project design/techniques

Weeks 6-8: Collect data & analyze results

Weeks 8-9: Conclusions and future direction



Get your intern settled in first
and then work **WITH** your
intern to plan a schedule that
works for both of you!





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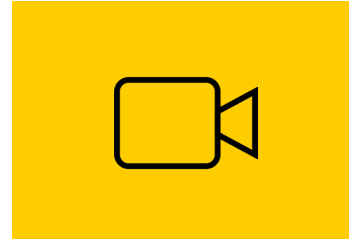
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Prepare Your Trainee

- Assume interns know less, not more!
- Ask if they know Outlook:
 - How to set up meetings?
 - How to find email addresses for people?
- Talk about whether to call someone “Dr.” or by first name
- Make sure they know how others in your group (administrator/AO) can help



Communication is Key!



How will your mentee contact you when they have questions?



What communication tools work best (e.g., with a quick question)?



How often/when will you have regular meetings?



What are the right communication solutions for **both** of you – since you each have different needs, work environments, and comfort levels with work/tech?

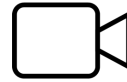
Which way works best?

Instant Messaging



IM is an easy way to quickly communicate – Plus, emojis and GIFs are a fun way to build rapport!

Video Calling



Make sure you talk about cameras on/off; cameras on does help when getting to know each other.

Document Sharing



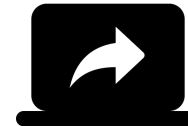
Share and co-edit Word, Excel, PowerPoint and other files in real-time.

Calendar Invites



Mentees will need to know how to quickly set up meetings with to you.

Screen Sharing



Screen sharing allows mentors to educate mentees on scientific techniques during mentoring sessions.

Mentoring Reminders

- Encourage healthy work-life balance
- Set time aside to ask about your intern's well being in a private meeting
- Actively listen; be prepared for any answers
- Find resources to help if needed, e.g., your training office, OITE summer wellness sessions, EAP, etc.





Set Summer Expectations

- **Set reasonable expectations:** regarding the speed, skills, and prior knowledge in which to accomplish projects. Be flexible and forgiving.
- **Come up with a meeting schedule**
 - How often for 1-on-1 meetings?
 - How often should they check in with you (daily or weekly)?
 - How can they contact you?
 - What time should they start and end their day?
- **How will their productivity be assessed?**
- **Make sure to give and receive feedback**

Set Achievable Project Goals

Project GOALS: Everyone on your team should know what they are striving for on a daily basis and longer-term

- Clear, concise goals and expectations, result in a more **engaged** team, less likely to miss deadlines, forget tasks, etc.
- Set goals as a **team**
- Discuss **individual goals and expectations** with each person to confirm you are on the same page
- Describe how you will hold each other **accountable**
- Summer interns have only weeks with you – **daily goals will therefore be important**



Think outside the box – create or find e-resources

Use resources that already exist

- ✓ Videos
- ✓ Graphs
- ✓ Journal Articles
- ✓ Other Articles
- ✓ Simulations

Create NEW resources

- ✓ Record short “how to” videos
 - How to use a software
 - How to analyze data
 - Record yourself conducting part of an experiment



Giving Feedback



Giving feedback is one of the most important things you do as a manager

- ✓ Tell people when they're doing a good job
- ✓ Respectfully point them in the right direction when they aren't
- ✓ Your Training Director and OWPD can be a good resource to help you navigate feedback

➤ Mistakes happen!

Be understanding and use them as learning tools

➤ Lose the Fear of Confrontation

No one likes to give/get negative feedback, but it's [an important part of bringing out the best in your employees](#)

➤ Practice Giving Feedback

Don't put off difficult conversations

➤ Making expectations clear

In advance helps make feedback easier!

➤ Follow Up Afterward

Check in for clarity immediately and within a week

Encouragement

Treat Your Team Members
Like The Rock Stars They Are!



Recognize their achievements and
thank them for a job well done

**Surprise them every now
and again**

- Send an uplifting email about how well they are doing
- Praise them in front of other people (be careful with your introverts)
- Find time to do something fun together over Zoom
- Spend time talking about a career development topic of interest to them
- Send a GIF
- Create a kudoboard at the end of the summer

Ask for feedback on your mentoring

Ask your intern

- Would you like more or less direction from me on your work?
- Do you feel you're getting enough feedback on your work? If not, where would you like more feedback?
- What are the biggest time wasters for you each week?
- What could I do as a mentor to make your work easier?



**Learn and grow
together**

Figure out what works best
for the both of you

Resources for Mentors



- Your NCI summer coordinator!
- Join the OITE-SIP listserv (contact Pat Wagner to request to join)
- OITE drop-in summer mentor support group discussions: June-July
- NCI OWPD

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● Things to keep in mind

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Get to know your mentee

- What are their educational & career goals?
- What do they want to get out of their internship?
- What type of experiences do they already have?
- What do they see as their strengths/weaknesses?
- How comfortable are they using necessary computer software/programs?





Get to know your mentee

Discuss their learning styles

(can do assessment)

- Will help you plan your meetings
- Will help decide what type of resources are needed for a successful summer

Learn about their comfort levels

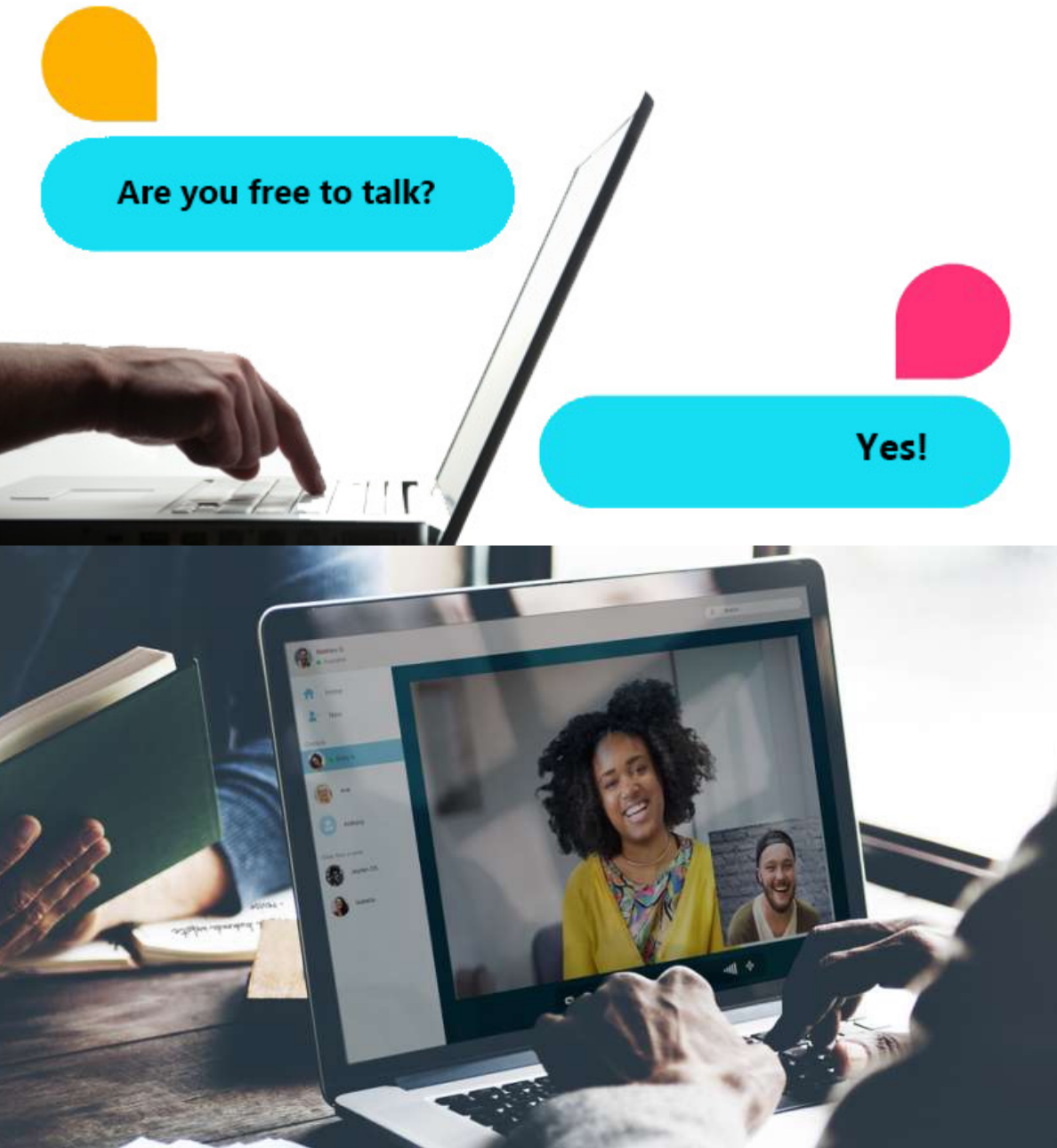
- Are they an introvert or extrovert?
- Do they mind being called on during meetings?
- What can you do to help them feel more like part of your group?



Help your mentee get to know YOU

- Tell them about you and **your personal life**
- Talk about your **career path**
 - Have you ever been an intern?
- **Share your science story** — especially during this difficult time for early career scientists, we encourage mentors to share stories of failure help to reassure mentees that setbacks are part of the journey toward success
- Make sure to tell them about you and **your mentoring style**





Daily Communication

Daily check-ins

- Allows you to know what your mentee is working on
- Will help ensure the project is done on time
- Will provide a moral boost to your mentee

Start meetings with some casual conversation

- Asking how someone's weekend was can build a positive rapport among team members

Division/Group Culture

Help your mentee get to know others in your larger group too!

- Review org chart
- Talk about people in your group
 - Show them your website
 - Show photos
- Who should they meet as part of their summer experience?
 - Other mentors
 - Project collaborators
 - Those doing science of interest to them
 - Members of training office for career guidance

Katherine Lee

Lee Felts

Hilary Reyes

Kevin Jackson



Help your Intern Network

- You are in a great position to do this!
- Having multiple mentors exposes trainees to diverse ideas – important for career development and problem-solving
- Remember that current fellows can connect and provide great perspectives
- Consider connecting your intern to other summer interns – they can support each other



Useful Websites



- [OITE Summer Activities Site](#)
 - SIP / HS-SIP info
 - SIP calendar
 - Bootcamp info
 - Recordings of NIH training activities
- [NIH Graduate & Professional School Fair](#)
- [The art of virtual mentoring in the twenty first century for STEM majors and beyond](#)
- Giving Feedback
 - [Your Employees Want The Negative Feedback You Hate to Give](#)
- Learning Style assessment
 - [What's Your Learning Style? 20 Questions](#)
 - [Learning Style Inventory](#)
- Remote Team Building Activities (Ice Breakers/ Games)
 - [Virtual Team Building Activities and Games to Boost Morale](#)
 - [Fun Virtual Team Building Activities for Remote Employees](#)
 - [Video Chat Scavenger Hunt](#)
 - [100 Funny Icebreaker Questions](#)



Enjoy Your Summer!