



IMAHRKMI

THE INTERNATIONAL MEDICAL ALLIED HEALTH
RESEARCH KNOWLEDGE AND MANAGEMENT INSTITUTE

New York, USA

IT AND DIGITAL MEDIA INTERNSHIP PROGRAM

Practical Online Training, Digital Media Skills,
International Networking, and Professional Development

Official Program Prospectus



PRACTICAL
ONLINE TRAINING



DIGITAL MEDIA
SKILLS



INTERNATIONAL
NETWORKING



PROFESSIONAL
DEVELOPMENT



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IT AND DIGITAL MEDIA INTERNSHIP PROGRAM

Practical Online Training, Digital Media Skills,
International Networking, and Professional Development

Learn
Create
Connect
Grow

1 Program Introduction

The International Medical Allied Health Research Knowledge and Management Institute (IMAHRKMI) offers the **IT and Digital Media Internship Program** for students, graduates, professionals, educators, researchers, content creators, and individuals from diverse academic and professional backgrounds who want to develop practical digital, communication, event management, and online media skills.

The program is designed to provide participants with practical exposure to the planning, preparation, hosting, coordination, recording, editing, promotion, and digital delivery of online professional programs.

Participants may receive practical training and exposure in areas including:



Online webinar management



Webinar hosting



Workshop hosting



Online talk show hosting



Interview preparation



Script writing



Presentation and speaking skills



Digital communication



International online networking



Online event coordination



Google Meet-based program management



Event recording



Basic video editing



Graphic design



Digital content creation



Backend event support



Professional virtual collaboration



The program emphasizes practical learning and participation rather than classroom-based theoretical education alone.

2 Program Purpose

The primary purpose of the IT and Digital Media Internship Program is to help participants develop practical skills that can complement their existing education, profession, or career interests.

The program introduces participants to the workflow behind modern online professional programs and digital media activities.



Plan



Prepare



Promote



Host



Record



Edit



Organize



Publish

The program is particularly relevant for individuals interested in online education, digital media, professional communication, virtual events, content development, presentation, hosting, and international online collaboration.

Build
Your Digital
Future

3 Important Program Classification

It is important for applicants to understand that:

- Participants are required to pay the applicable program fee.
- IMAHRKMI does not provide a salary to internship participants.
- IMAHRKMI does not provide a stipend.
- IMAHRKMI does not provide a scholarship under this program.
- IMAHRKMI does not provide a financial allowance.
- Participation does not constitute paid employment.
- Participation does not guarantee employment.
- Participation does not guarantee future paid work or professional engagement.



This program is a
**PAID EDUCATIONAL
AND PRACTICAL TRAINING
INTERNSHIP.**



The applicable program fee is paid by the participant for educational training, practical exposure, internship activities, and related program services.

Applicants should carefully review the current fee, eligibility requirements, duration, activities, and certificate requirements before enrollment.



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Together for a Brighter Future



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4 International Professional Networking

Modern professional activities increasingly take place through digital platforms that allow people from different countries to communicate and collaborate.

The internship introduces participants to professional online interaction with speakers, educators, professionals, guests, and other participants from different geographical and professional backgrounds.

Participants may develop practical familiarity with:

- Professional online communication
- International introductions
- Speaker communication
- Guest coordination
- Virtual collaboration
- Online professional etiquette
- International event participation
- Professional networking
- Communication across different backgrounds



Networking opportunities are intended for educational and professional-development purposes and do not constitute a promise of employment, immigration assistance, paid work, or guaranteed future collaboration.

5 Webinar Hosting Training

Webinar hosting is an important component of the internship. Participants may learn how to conduct and support online webinars professionally.

Training may include:

- Welcoming participants
- Opening an online program
- Introducing the organization
- Introducing speakers
- Introducing guests
- Presenting the program agenda
- Managing the flow of a session
- Communicating with speakers
- Managing questions
- Making announcements
- Managing transitions
- Maintaining professional communication
- Closing an online session



Depending on program activities and organizational requirements, participants may receive opportunities to practice hosting online sessions under appropriate supervision.

6 Workshop Hosting

Participants may also receive practical exposure to online workshop organization and hosting. They may learn how to:

- Prepare a workshop
- Introduce the workshop
- Introduce speakers or trainers
- Communicate with participants
- Coordinate the session structure
- Manage transitions
- Support questions and discussions
- Maintain professional interaction
- Conclude the workshop



The objective is to help participants understand the practical responsibilities involved in conducting an online professional workshop.

7 Online Talk Show Hosting

The program introduces participants to online talk show formats and professional digital conversations.

Participants may learn how to:

- Prepare for a talk show
- Research a topic
- Introduce guests
- Prepare interview questions
- Conduct professional conversations
- Maintain the flow of a discussion
- Transition between topics
- Communicate with guests
- Ask appropriate follow-up questions
- Conclude an online program professionally



This component may be particularly useful for individuals interested in digital media, communication, interviews, education, broadcasting, and online content creation.

8 Script Writing and Program Preparation

Successful online programs require preparation. Participants are introduced to the development of structured scripts, outlines, talking points, and interview questions for digital programs.

Training may include preparation of:

- Opening statements
- Speaker introductions
- Guest introductions
- Interview questions
- Discussion points
- Program announcements
- Transition statements
- Closing statements
- Webinar outlines
- Workshop outlines
- Talk show structures



Participants may also practice delivering prepared material naturally and professionally instead of simply reading from a script.



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9 Speaker Performance and Presentation Skills

The internship is not limited to hosting. Participants may also receive opportunities to develop their skills as online speakers and presenters.

Training may include:

- 📁 Professional self-introduction
- 📁 Presentation structure
- 📁 Clear speaking
- 📁 Camera presentation
- 📁 Online audience engagement
- 📁 Time management
- 📁 Professional body language
- 📁 Prepared presentations
- 📁 Participation in discussions
- 📁 Answering questions professionally



This allows participants to gain exposure to both sides of an online event: Hosting the program and participating as a speaker.

10 Backend and Behind-the-Scenes Event Management

An online program involves significant preparation and coordination behind the camera. Participants may be introduced to the operational workflow involved in online events, including:

Training may include:

- 📁 Event preparation
- 📁 Session scheduling
- 📁 Speaker coordination
- 📁 Meeting link management
- 📁 Participant communication
- 📁 Technical preparation
- 📁 Recording coordination
- 📁 Digital file organization
- 📁 Event documentation
- 📁 Post-event workflow
- 📁 Media organization



This helps participants understand how an online event functions from both the public-facing and operational perspectives.

11 Google Meet and Online Program Management

IMAHRKMI conducts various online activities through digital communication and meeting platforms, including Google Meet. Participants may learn practical procedures associated with online programs, such as:

Training may include:

- 📁 Preparing an online meeting
- 📁 Coordinating participants
- 📁 Communicating with speakers
- 📁 Managing an online session
- 📁 Supporting presentations
- 📁 Managing online communication
- 📁 Recording programs when authorized
- 📁 Organizing post-event materials



The objective is to provide practical familiarity with the workflow of online professional events.



12 Webinar and Workshop Recording

Participants may receive practical exposure to online program recording.

Training may include an introduction to:

- 📁 Recording procedures
- 🔊 Basic audio considerations
- 📹 Basic video considerations
- 📁 Recording organization
- 📁 Digital file management
- 📁 Post-event media handling
- 🔊 Basic quality considerations
- 📁 Preparation of recordings for editing



The objective is to help participants understand the process of converting a live online program into organized digital media.



13 Video Recording and Editing

Video production is an important component of digital media. Participants are introduced to basic video editing using Wondershare Filmora 10.

Training may include:

- 📁 Cutting video segments
- 📁 Removing unnecessary portions
- 📁 Arranging video clips
- 📁 Improving presentation flow
- 📁 Basic audio and video adjustments
- 📁 Adding titles
- 📁 Adding introductory sections
- 📁 Adding closing sections
- 📁 Preparing videos for online publication
- 📁 Exporting completed videos
- 📁 Organizing digital media files
- 📁 Editing recorded webinars
- 📁 Editing workshops
- 📁 Editing interviews
- 📁 Editing online talk shows



The objective is to provide participants with practical familiarity with the digital post-production process. This training focuses on basic video editing skills using Wondershare Filmora 10 and is not intended to represent advanced professional film-production certification.



14 Graphic Design Training

Participants may also receive practical training in basic digital graphic design.

The graphic design component focuses on Adobe Photoshop CS6. Participants may learn how to prepare digital materials for:

Training include:

- 📁 Webinars
- 📁 Workshops
- 📁 Online programs
- 📁 Speaker introductions
- 📁 Social media promotion
- 📁 Event announcements
- 📁 Program banners
- 📁 Event thumbnails
- 📁 Educational promotional materials
- 📁 Digital certificates
- 📁 Informational graphics



The emphasis is on practical introductory graphic design skills that can support online professional activities.



15 Mandatory Technical Requirement — Windows 10 Computer

Because the internship includes computer-based activities involving video editing, graphic design, recording, digital media production, and online event management, participants are required to have access to their own computer.

Windows 10



Windows 10 Requirement

Participants are required to have access to a Windows 10 laptop or desktop computer for relevant practical activities.

A Windows 10 computer is particularly important for participants who will participate in:

- 📁 Video editing
- 📁 Graphic design
- 📁 Digital media production
- 📁 Recording management
- 📁 File management
- 📁 Other computer-based internship activities



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16 Digital Content Creation

Digital content is an important part of modern professional communication. Participants may learn how digital content can be planned, prepared, used, and repurposed for online programs.

Content areas may include:

- Webinar content
- Workshop content
- Interview content
- Talk show content
- Educational sessions
- Social media content
- Professional announcements
- Promotional materials
- Online campaigns



Content Plan

- ☒ Webinar
- ☒ Social Media
- ☒ Blog
- ☒ Video
- ☒ Graphics



Participants learn how content can be prepared before an event, used during the event, and organized for possible post-event use.

17 International Online Communication

The digital environment allows professionals to communicate across geographical boundaries. Through the internship, participants may develop familiarity with:

Participants may develop familiarity with:

- Professional online communication
- International introductions
- Speaker communication
- Guest communication
- Virtual meetings
- International discussions
- Digital collaboration
- Professional online etiquette



The program is intended to help participants become more comfortable participating in an international virtual professional environment.

18 Practical Learning Environment

The internship emphasizes practical exposure and participation. Depending on the participant's role, experience, schedule, and available organizational activities, participants may have opportunities to:

Participants may have opportunities to:

- Observe online programs
- Prepare event materials
- Assist with online programs
- Practice hosting
- Practice speaking
- Prepare scripts
- Coordinate activities
- Support speakers
- Record programs
- Edit videos
- Prepare graphics
- Assist with digital content
- Participate in online professional activities

- ☒ Learn
- ☒ Participate
- ☒ Gain Experience
- ☒ Grow



Practical activities may vary and are subject to the organization's program schedule and requirements. Participation does not guarantee employment or paid professional engagement.

19 Digital Skills That Complement Existing Professions

The internship is designed to complement a participant's existing education or profession. Participants may come from fields such as:

- Healthcare
- Education
- Psychology
- Business
- Information technology
- Media
- Management
- Social sciences
- Research
- Communications
- Other academic or professional fields



The purpose is not to replace a participant's existing profession. Instead, the internship provides additional digital, communication, presentation, event-management, and media-production skills that may be useful in a variety of professional environments.



For example:

A healthcare professional may learn how to organize an online educational webinar...



For example:

...while a student may develop practical experience in hosting, digital communication, content creation, and online event coordination.



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20 Who Can Apply?

The program may be considered by:

- University students
- Recent graduates
- Working professionals
- Educators
- Researchers
- Healthcare professionals
- Business professionals
- Content creators
- Digital media learners
- Individuals interested in online events
- Individuals interested in professional networking
- Individuals interested in online communication
- Professionals interested in developing an online presence



Applicants should review the current
current eligibility
and admission requirements
before registration.

21 No Salary, Stipend, Scholarship, or Financial Allowance

IMAHRKMI does not provide participants with:

- Salary
- Stipend
- Scholarship
- Financial allowance
- Employment compensation



NO SALARY
NO STIPEND
NO SCHOLARSHIP



The internship is a fee-based educational and
practical training program.

Participants pay the applicable program fee to participate
in the internship and receive access to the applicable
educational, training, and practical activities.



The program should therefore be understood as an
educational internship and training opportunity
rather than paid employment.

22 Program Fee



Participants are required to pay the applicable
program fee before or according to the enrollment
requirements established by IMAHRKMI.



The current fee, payment procedure, duration,
admission requirements, and other applicable terms
should be confirmed directly with IMAHRKMI
before registration.



Important:

Payment of the program fee does not create
an employment relationship between the participant
and IMAHRKMI.



23 Certificate of Completion

Participants who successfully complete
the applicable requirements may receive
an IMAHRKMI e-Certificate of Completion,
subject to the organization's completion
and documentation requirements.

The certificate is intended to document
successful participation and completion
of the applicable internship/training program.



24 Expected Learning Outcomes

Upon successful completion of the applicable internship activities,
participants may develop practical familiarity with:

- | | |
|----------------------------|------------------------------------|
| Webinar hosting | International online communication |
| Workshop hosting | Online networking |
| Online talk show hosting | Event recording |
| Presentation skills | Basic video editing |
| Speaker performance | Wondershare Filmora 10 |
| Script preparation | Basic graphic design |
| Interview preparation | Adobe Photoshop CS6 |
| Online event coordination | Digital content creation |
| Google Meet-based programs | Backend event support |
| | Digital file organization |
| | Virtual collaboration |



Digital Skills | Global Connections | Professional Growth



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25 International Professional Exposure

IMAHRKMI's online activities provide participants with opportunities to interact with individuals from different countries and professional backgrounds.

Through appropriate online activities, participants may gain exposure to:

- International webinars
- Online workshops
- Virtual discussions
- Professional interviews
- Digital events
- Online presentations
- Speaker sessions
- International communication
- Virtual collaboration



Such exposure is intended to support professional learning and digital skill development.

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27 Practical Opportunities and Program Limitations

The availability and type of practical activities may vary according to:

- Program schedule
- Participant role
- Participant experience
- Available online events
- Organizational requirements
- Technical circumstances
- Speaker and guest availability



i IMAHRKMI does not guarantee that every participant will perform every activity listed in this prospectus.

The program is designed to provide structured training and practical exposure, but specific assignments may differ between participants.

*Different Roles | Different Paths
Same Goal — Professional Growth*

26 Important Participant Responsibilities

Participants are expected to:

- Provide their own required computer equipment.
- Meet the applicable technical requirements.
- Pay the applicable program fee.
- Follow IMAHRKMI program procedures.
- Attend or participate in assigned activities as required.
- Communicate professionally.
- Respect speakers, guests, participants, and organizational staff.
- Follow applicable online meeting and event guidelines.
- Complete assigned training activities.
- Follow recording and media-use instructions.
- Maintain appropriate professional conduct.

*Be Prepared
Be Professional
Be Responsible*



Your cooperation and professionalism help ensure a smooth and successful program for all participants.

28 Professional Conduct

Participants are expected to maintain professional conduct during all IMAHRKMI activities.

This includes appropriate communication with:

- Speakers
- Guests
- Trainers
- Staff
- Other interns
- Participants
- International professionals



Participants should use professional language, respect organizational procedures, and follow instructions relating to online events, recordings, digital materials, and communications.



Professional conduct builds trust, respect and a stronger global community.

- ✓ Be respectful
- ✓ Be clear
- ✓ Be professional
- ✓ Be a positive role model



Global Learning



Professional Growth



Greater Opportunities



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29 What Participants Can Take Away

The internship provides a structured opportunity to develop additional skills that may complement an individual's existing academic or professional background.

Participants may leave the program with greater practical familiarity with the complete online event workflow:



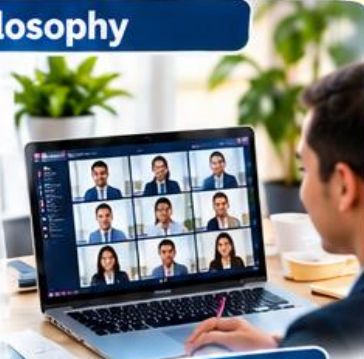
These skills may be useful for individuals who want to organize, support, host, present, record, edit, or promote online professional programs in their own fields.

30 Program Philosophy

The IMAHRKMI IT and Digital Media Internship Program is built around **practical learning**.

The objective is to help participants understand how modern digital professional activities operate and to provide opportunities to develop skills through structured training and practical participation.

The program recognizes that digital communication, online events, presentation, media production, and international virtual collaboration have become increasingly relevant across many professional fields.



PRACTICAL LEARNING
SKILL DEVELOPMENT
DIGITAL COMMUNICATION
GLOBAL COLLABORATION
PROFESSIONAL GROWTH



This program prepares participants for the digital future.

31 Important Notice for Applicants

Before enrolling, applicants should carefully review:

- ✓ Program fee
- ✓ Program duration
- ✓ Eligibility requirements
- ✓ Technical requirements
- ✓ Internship activities
- ✓ Participant responsibilities
- ✓ Certificate requirements
- ✓ Payment conditions
- ✓ Applicable organizational terms



Applicants should make sure they understand that this is a **paid educational internship and training program** and not a salaried employment position.

32 Application and Enrollment

Students and professionals interested in developing practical digital skills, online event-management experience, webinar hosting abilities, presentation skills, video editing knowledge, graphic design experience, and international online communication skills may explore the IMAHRKMI IT and Digital Media Internship Program.

The program provides an opportunity to learn through structured online training and practical participation while developing skills that can complement an individual's existing education or professional background.



For current admission information, program requirements, fee details, enrollment procedures, and other program information, applicants should contact IMAHRKMI directly.



Your Skills
Our Mission
A Global Impact



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Professional Growth



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Practical Learning

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Online Professional Development

International Networking

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Global Opportunities*



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Learning



Digital
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Online
Professional
Development



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Global Professionals
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