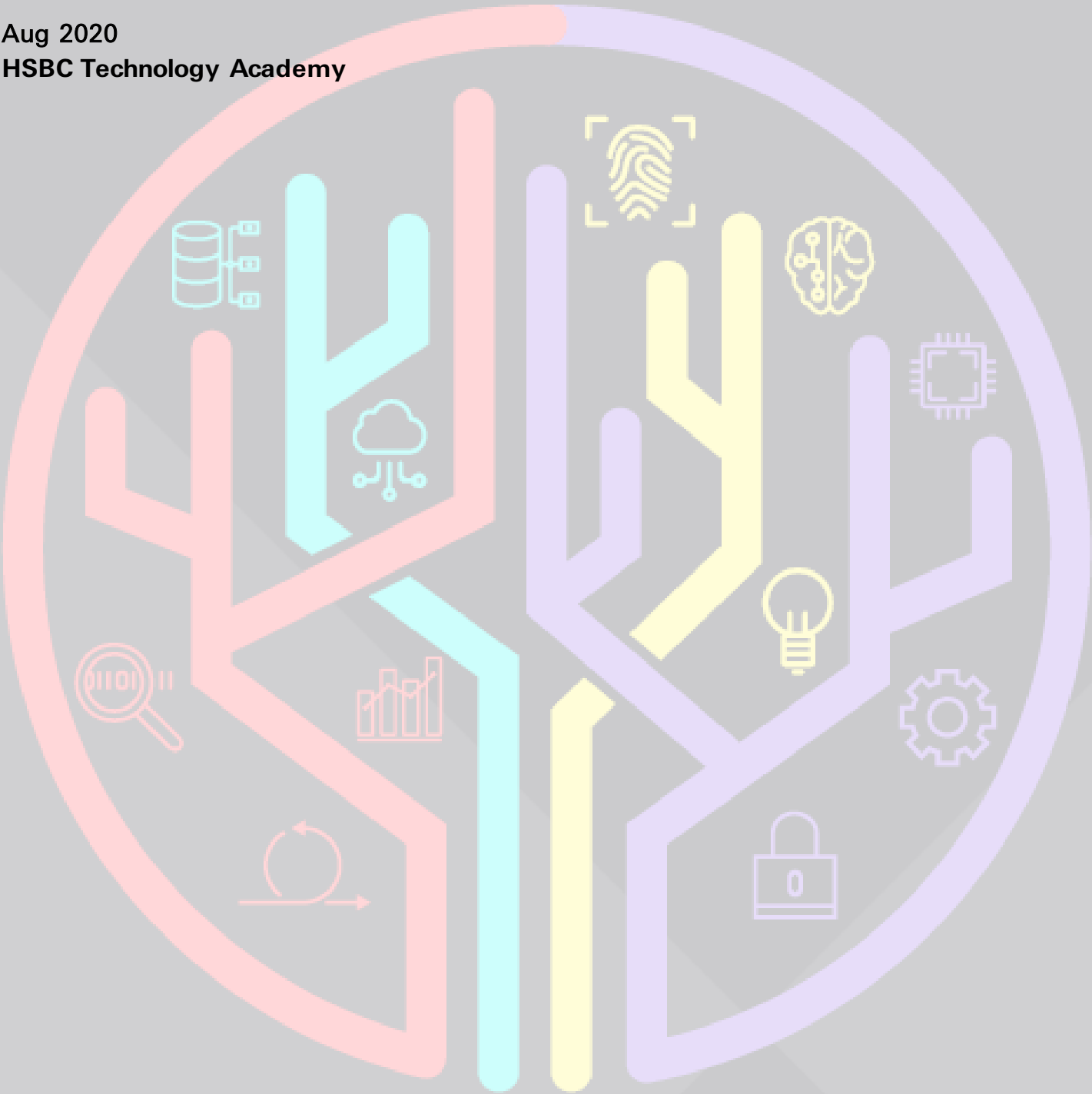


# Graduate Training Programme 2020: Daily Schedule for Training

Aug 2020  
HSBC Technology Academy



# Daily schedule for training and usage of tools

Start Time	End Time	Duration (in mins)	Activity	Tools used	Remarks
8:45	9:00	15	Grads to submit attendance thorough Sharepoint	SharePoint	Trainer is not expected to collect attendance, but the trainer can remind the students
9:00	9:15	15	Check-in: 1. Introductions/Recap of previous day topics 2. Important announcements/instructions 3. Agenda for the day	Zoom: To conduct the session virtually - video + audio + screen sharing Quiz tools - Slido, Kahoot etc. to conduct quiz for recap	Quiz to be conducted for recap
9:15	10:30	75	Theory + Demo Session	Zoom: To conduct the session virtually - video + audio + screen sharing  Quiz tools - Slido, Kahoot etc. to conduct quiz for recap  Presentations - To drive concepts during theory lecture  Dev Tooling - To show demos of the concepts based on the subject being taught	Quiz to be conducted to review the topic understanding. One or 2 quizzes per session should be sufficient. A quiz can contain upto 5 questions.
10:30	10:45	15	Break		
10:45	11:45	60	Hands-on assignments/exercises	Zoom: Trainer to be available to answer any queries. Doesn't need to be actively speaking, but needs to monitor chat, participants questions by voice if any  Presentation/Word doc: Sharing the problem to be solved  Dev Tooling: To discuss key concept of solution at the end  Quiz/ Zoom features: To bring in some competitive spirit to count if people complete earlier	During this period the trainer only needs to monitor chat/queries and provide any additional support required to any grads. At the end of the hour, trainer can discuss the key concept in the exercise or share the solution as desired
11:45	12:45	60	Theory + Demo Session	Zoom, Quiz tools, Presentation, Dev Tooling	Refer previous Theory + Demo Session
12:45	13:30	45	Lunch		
13:30	13:35	5	Grads to submit attendance thorough Sharepoint	SharePoint	
13:30	14:30	60	Hands-on assignments/exercises	Zoom, Presentations/Word doc, Dev Tooling, Quiz and Zoom features	Refer previous hands-on assignments and exercises
14:30	15:45	60	Theory + Demo Session	Zoom, Quiz tools, Presentation, Dev Tooling	Refer earlier Theory + Demo Session
15:45	16:00	15	Break		
16:00	17:00	60	Hands-on assignments/exercises	Zoom, Presentations/Word doc, Dev Tooling, Quiz and Zoom features	Refer previous hands-on assignments and exercises
17:00	17:30	30	Close of day: 1. Discuss any issues 2. About assignment submissions 3. Recap 4. Any announcements from TA etc	Zoom	