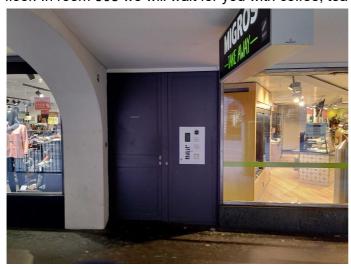# Powercoders Switzerland 2023-1 Onboarding

Please read carefully the following:

I. TIMELINE & EVENTS

KickOff Day

The KickOff day is on Monday, 27 March 2023, 9am - 12pm and 2:30pm - 5pm. We will meet in person in Bern: Marktgasse 42. Go through the grey door to the left of the Migros Take-Away (Code: 3049, see picture below) and take the staircase or the elevator to the 5th floor. In room 508 we will wait for you with coffee, tea & fruits.

On this day, there will be an introduction round of the team and the class and an introduction of the Powercoders program. Please,
- have your laptop and power supply with you
- make sure you have train tickets to come to Bern for this day (see next page)

Launch Party

1. **What:** Launch party, presentations, introductions to the participants and team
2. **When**: Monday, 27 March 2023 at 12:00-12:30.
3. **Where:** In person in Bern (for participants) / online on Zoom for guests

At the Launch Party we are celebrating the start of a new program - we are celebrating you. We invited our volunteers and partners, your social assistants - and you can invite your friends and family, too. Here's the form to sign up.

And we'll ask you to introduce yourself - more info on KickOff Day. There's no specific dress attire.

Bootcamp Start

The bootcamp will be hybrid with 3 days onsite and 2 days online per week:
- Monday & Thursday: **Remote** days with regular Check-Ins from your home
- Tuesday: **Onsite** in groups in **Bern & Zürich** according to these groups
- Wednesday: **Onsite** with the whole class in **Bern**
- Friday: **Onsite** in groups in **Bern & Lausanne** according to these groups

The first week of the bootcamp will be different:
- On Monday (27 March) we will all meet in person in Bern (see details above)
- On Tuesday (28 March) and Thursday (30 March) we will meet online
- On Wednesday (29 March) we will meet in Bern
- On Friday (31 March) in groups in Bern, Lausanne or Zürich

Please ensure you bring with you on onsite bootcamp days:
- Your laptop and power supply (if you need a laptop, please contact Linus)
- A mouse, if you have one
- Layers of clothing -- it might get warm in the room with everyone and their laptops, and you need to be comfortable to learn -- not too hot, not too cold
- Note taking equipment. That might be your laptop, but paper and pens might be easier, and faster
- Bring a water bottle that can be refilled

Please ensure that you have on your remote days:
- A stable and fast internet connection
- A quiet working environment (if you have problems with that, please contact Linus)
- Note taking equipment. That might be your laptop or pen & paper.

You can find all dates of the bootcamp in the Agenda for your group Zürich / Bern / Lausanne. You can also subscribe to the following Google Calendar. Please note: The dates and places for classes during the focus track (Week 10-14) are not defined yet and will be communicated at a later time.

Train Tickets
You are responsible for train tickets / travel to the classes. You can find the detailed address of the classrooms below:
Bern, Marktgasse 46, 3011 Bern
Zürich, Badenerstrasse 409, 8003 Zürich
Lausanne, Powerhouse, Pl. de la Gare 10, 1003 Lausanne

If you are supported by social welfare, in most cases they will support you for tickets. Please contact your social assistant early and discuss with them directly, which ticket/pass you will need and how you organise the payment. If you have any questions or need support here, please contact Linus. Also make sure you calculate the time from the station to the classroom to ensure we can start the lessons on time.

Important Events

Career Day Deutschschweiz & Romandie
The Career Day is when you will meet many companies that are offering internships. Every company will present the internship they want to offer. Afterwards, every company has a booth and the participants can stop by for a 5 minute interview. Details and instructions will be explained before.
Career Day Deutschschweiz is on **Thursday, 11 May 2023** in Zurich.

Career Day Romandie is on **Tuesday, 9 May 2023** in Lausanne.

Career Weeks Deutschschweiz & Romandie
During the two Career Weeks, participants will be invited for interviews at the companies' offices for onsite or online interviews. During this time, the training will be held mainly online. The Career Weeks take place from 15 - 26 May 2023.

Graduation Party:
1. **What**: the Graduation, Diploma Handover & Community Party, Dinner
2. **When**: last week of the bootcamp, **28 June, from 6pm to 10pm**
3. **Where**: Orangerie Elfenau

Internship Start
Internships start in July/August 2023 and will last 6 (rarely) to 12 months (most common) and this is the decision of the company that offers the internship. The internship is an essential part of the program. You'll receive a minimum salary of around 600 CHF (which will be deducted from your social assistance if you are supported by them). We're expecting that you're willing to travel for up to one hour and a half to get to your workplace.

A volunteer job coach will accompany you during the internship phase to support you.

Connecting Program:
Participants who have no internships will have access to the Connecting Program which is a supported online study program. The goal of the program is to further develop your skills and allow participants to join the next Career Day. Details will be shared later.

II. TOOLS

We use Slack as our main communication tool, Google classroom for assignments and we use G-suite (Email, Calendar, G-Drive, .. etc), too.

Slack is our main communication tool where the team, trainers, coaches, and other community members are. You have already received an invitation to your Powercoders email.

IMPORTANT:
- Activate the notifications from settings
- Be very responsive (reply within 24 h)
- Reply to posts by opening a new thread
- Search and join the channels (#100hrs, #ch, #ch-community, … and any other channels you want)

Google Classroom

- We use the Google Classroom for assignments during the bootcamp. You are already used to it from Testing Weeks.

Google Suite

- Powercoders have access to the whole G-suite package which offers a helpful and great set of tools like email, calendar, g-drive, word processor, spreadsheet, presentations, … etc

- You have to use your Powercoders email account which is created and sent to you from now on as your main professional email when you contact the team, your trainers, your coach, or the companies during the career week. (Avoid using your personal email, especially if it has a strange combination like nano2002@gmail.com)

- Try to be organised and start using Google calendar to set appointments. We are using it a lot and you will receive a lot of invitations from now on.

Zoom

- On remote days, we use our Zoom Classroom-Link for Check-In, exchange and group work. Also for other school related meetings we will mostly use this link, therefore save it best in your bookmarks.

III. PROGRAM

The three months are divided into two parts:

Part 1: 27 March - 5 May 2023
The first seven weeks will be dedicated to building strong basics in frontend development: mainly HTML, CSS, JavaScript. From the beginning you will use Git and GitHub as well as the command line to organise your projects.

Part 2: 8 May - 30 June 2023
The last five weeks will be dedicated to focus on the requirements for your internships so that you are well prepared. Depending on these requirements you will choose one focus track. That could be Web development, Software development, Software testing and many more. IT trainers and Susanne will coach you in learning the skills you need. During this time it is very important to be proactive, communicative and strong in self-study.

The career day and the career weeks will be between the two parts because we need to know where each participant is going to do the internship and contact the company to send us what they want the intern to learn to be ready for the internship.

III. HOSTING

From our point of view, a pleasant working environment includes cleanliness, snacks and drinks (water, coffee and tea). Therefore we assign hosts for every week of the bootcamp who are responsible for being a host during this week.
Please read the Hosting Plan CH-23-1 carefully and make sure you follow what is mentioned. There are three hosts per week, one per hub location Berne, Lausanne & Zurich, The three hosts are responsible together for the Wednesdays and online hosting tasks. Please fill in which week you want to be the host in the document until **20 March** at the latest. Some can be hosting more than once.

IV. SHARING SESSIONS / CULTURAL PRESENTATIONS

As we have a diverse group with people from different backgrounds, we also want to share and learn (non-IT) cultural knowledge and skills. Participants prepare short presentations, inputs or workshops that allow others to learn. Topics can be around culture (your home country), a specific skill you have, or others.

The sharing sessions / cultural presentation will take place on Wednesdays, usually in the morning. We will have an example presentation in the first week. This time is really used to practise your presentation skills. So make sure it's engaging and rewarding for everyone.

An input should:
1. Be fun, interactive and allow us to learn new knowledge or skills
2. Take max. 15 min (we will be very strict here and stop you if you exceed the time limit)
3. Be organised by an individual or group up to 3 people

Fill in this sheet to choose which weeks you will be preparing: Presentations

V. LUNCHES
In some days, lunches for onsite days are organised by us. Every day will be different, some days we go to restaurants and some days we order sandwiches and pizza. Be very responsive on Slack to choose what you want to eat if we ask there. If you are late with replying to the link, you will be given a vegetarian menu.
It can also be that we will pay you the money we get from social assistance (CHF 10) and you can grab something to eat on your own or in smaller groups, especially in Bern.

Please fill in this form about your food preferences until 20 March: Lunches

VI. ACTIVITIES
To give some space for recharging our batteries and enjoy some time together as a team, mostly Wednesday afternoons will be dedicated for different activities (city tour, (internship) company visit, bowling, a visit to a museum, etc).
If you would like to organise an activity, please do inform Linus a week before at least.

VII. SOCIAL & BUSINESS SKILLS
Every Wednesday, there will be a social & business skills workshop where professionals will be leading these workshops to help you improve your social and business skills and eventually be able to integrate well in the company after the bootcamp and increase your chances of getting a job at the end of the internship.
It is very important that you don't miss these workshops as they will not be repeated.

VII. ABSENCE FROM CLASS
In case you have doctors / social workers appointments you need to take, schedule them in your free time if possible, else on remote days if needed (double-check which activity you'd be missing). If this is not possible, then please arrange these for as late in the afternoon as possible. This will ensure that you miss the minimum amount of material. And liaise with Susanne (Training & Talent Development), so that she can make sure the course material that you missed is available to you for review in the evening.

90% of your class attendance is required for you to get a diploma and an internship.

-- GOOD LUCK --