

BOOT CAMP

ANALYST BOOT CAMP

ORIENTATION

AGENDA

- How to Boot Camp
- Growth Mindset
- Expectations and Time Management
- Boot Camp Projects
- Wrap Up and Reflection

BOOT CAMP

HOW TO BOOT CAMP

TRAITS OF SUCCESSFUL LEARNERS

BOOT CAMP

YOUR LEARNING TEAM

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BOOT CAMP SUPPORT

Lean on your cohort:

- Share your feelings, you are not alone
- Stop comparing and start collaborating
- Look back while moving ahead
- Focus on problem decomposition



MEMORIZATION IS NOT A GOAL

- You will be learning new tools and languages (like SQL). You are not expected to memorize.
- Oftentimes gaining knowledge in analytics serves to make you more aware of all the things you do not know!
- Intellectual curiosity, patience, and persistence are more important than “raw brainpower”.
- All analysts look things up. Being able to find what you need when you need it is a huge benefit.

COMMUNICATION IS KEY



Learners who form peer and study groups perform significantly better than learners who go it alone.

- Never be afraid to ask for help or clarification.
- Recognize that shyness and discomfort can block you from effective learning.
- You have not mastered something unless you can explain it to someone else.

Professional communication is a core part of the learning experience and the professional experience once you go on to join an analytical team.

- You will discuss and brainstorm analytical solutions with your peers.
- You will communicate with external stakeholders about challenges and opportunities.

Err towards oversharing!

COLLABORATION vs COPYING

Collaboration is absolutely encouraged and happens in the field. Feel free to work with your peers to:

- Outline a solution
- Check your logic
- Help remember a technique

**Copying work is discouraged.
You know when you have crossed the line when:**

- You cannot explain the analysis in your project.
- You cannot expand the work to handle additional situations or modifications.
- You cannot apply the concepts in your work to similar situations.

INFORMATION SEEKING IS A CORE SKILL

1

- Every time we encounter a new problem, the first step is research.

2

- Remaining curious will help you gather more information and learn additional skills.

3

- Great analysts know how to begin looking for answers, when to ask for help, and when to take a break.

BALANCE IS KEY

- Practice awareness. Learn to focus on one task at a time. Put your smartphone away, disable notifications.
- Take a break when stressed or frustrated. Go for a walk or other light exercise. Engage in a hobby. Your subconscious mind sometimes needs time to crunch a problem.
- Draw or outline the problem and steps to the solution. Oftentimes being stuck is a symptom of not understanding the problem and flow.



KEEPING A GROWTH MINDSET

1

You **believe you can** learn something new and expect to struggle along the way.

2

Boot camps require failure almost daily. Successful learners **persevere** through their mistakes.

3

Setbacks are opportunities to become better!

JOB OBJECTIVE

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

As a participant in the Analyst Boot Camp program, you are expected to complete all tasks, assignments, and assessments as directed by the Boot Camp Instructor, Training Assistants, and Progressive Boot Camp Manager.

In addition, you will be expected to take ownership of your development:

- Accept and act upon feedback to improve your performance.
- Participate in feedback sessions about the Boot Camp program.
- Strive to learn and actively participate in your learning process.
- Actively participate in coaching sessions and discussions with your manager.
- Complete assigned work with high quality and within the timeframes expected.
- Take initiative to identify additional learning opportunities when you find yourself with available time.
- Exhibit strong collaboration and teamwork through effective engagement and participation.

Your performance will be measured based on your participation and accomplishments through successful completion of tasks, assignments, and assessments as well as observation and feedback from the Boot Camp Instructor, Training Assistants, Boot Camp Manager, and Program Administrators.

SCHEDULE

- Monday - Friday 9 AM – 5:45 PM Eastern
- Training: 9 AM – 4 PM
- Remaining Time: Admin, catch up with training assignments, practice, 1 on 1s, study time, group project work
- Enter timecards weekly

TIME MANAGEMENT

- Adjustment from task-based work schedule to a schedule focused on training and development
 - Have a dedicated workspace
 - Take breaks
 - Measure yourself against where you were yesterday
- Use time wisely to get the most out of the program
- If you find yourself with extra time, we have additional resources for you

BOOT CAMP PROJECTS

- Two projects throughout the boot camp
 - Dashboard Project at the end of the Learning Phase
 - Demonstrate the skills you have learned
 - Capstone Project at the end of the Boot Camp
 - Show mastery in all areas of the Analytic Process

BOOT CAMP

GOOD LUCK!

WE LOOK FORWARD TO LEARNING TOGETHER!