

# WHAT TO EXPECT: Your First Week with Us



## IMPACT INSTITUTE LOCATION

### CORPORATE HOME OFFICE

4150 Illinois Rd, Fort Wayne, IN 46804

## ACCOMMODATIONS

### HOTEL

- If you live more than one hour away from the home office, we will provide you with a hotel room for the week, beginning on Tuesday.
- Plan to arrive to the corporate office first thing Tuesday morning. You will check into your hotel after training that evening.
- Check-out is Friday morning before your last day of training.

**Note:** If you live *more* than 2 hours from Fort Wayne, a hotel room will also be provided for you on Monday night. If you live *less* than an hour away from the home office, you will **not** be provided with a hotel room.

### MEALS

- Daily lunch is included during training. **Please let us know as soon as possible if you have any dietary restrictions or food allergies.**
- You are responsible for breakfast & dinner; reimbursement is available (see below).

### REIMBURSEMENT

- You will be reimbursed for your mileage.
- You will be reimbursed up to \$15 for dinner Tuesday through Thursday (if you are staying at the hotel). Be sure to save your receipts!

## PROFESSIONALISM

### ATTIRE

- Business casual is expected; this includes dress pants, simple dresses, blouses, collared shirts, and khakis. **We do not allow jeans, shorts, tennis shoes, flip flops, or t-shirts.**
- On Friday you may wear nice jeans as we will be working in your vehicles and on the floor with CPR. Please no rips or tears in your jeans.

### TIMELINESS

- Arrive each day 5-10 minutes early as we start our presentations on time.

## SCHEDULE

### MONDAY

- Meet your Regional Manager in your region.
- Please refer to your offer letter for details.

### TUESDAY — THURSDAY

- Attend Impact Institute at our Corporate Office in Fort Wayne, IN.
- Tuesday is picture day for your ID badge.
- Pre-hire medical tests will also take place on Tuesday: TB Test, Physical, and Drug Screen.
- You will complete a 3-hour Red Cross online course in the evenings between Tuesday & Friday, to prepare for Friday's skills training.

### FRIDAY

- American Red Cross CPR Certification
- Car Seat Safety Training
- Vehicle inspection (*please bring the vehicle you will use day-to-day to transport clients*)

*This is your time to engage and make a great impression!  
We look forward to seeing you!*