

WHAT TO EXPECT: IMPACT INSTITUTE WEEK



Impact Institute Location:

LASTING CHANGE CORPORATE OFFICE

4150 Illinois Rd, Fort Wayne, IN 46804

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 Wednesday you may wear nice jeans with an appropriate top, 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

TUESDAY

- Faith and culture training with an overview of the entire organization

WEDNESDAY

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

THURSDAY

- Scheduling overview
- Field practice work, role playing, case studies, and more

ACCOMMODATIONS

HOTEL

- If you live more than one hour away from the home office, you will be provided with a hotel room Tuesday-Thursday. If you live more than two hours from Fort Wayne, a hotel room will be provided beginning Monday night.
- You may check in to the hotel after 3 p.m. on Tuesday (or Monday, if applicable).
- Check-out is Thursday morning before your last day of training.

Note: If you live *less* than an hour away from the home office, you will commute from your residence to training each day.

MEALS

- Daily lunch is provided at Impact Institute. **Please let us know as soon as possible if you have any dietary restrictions or food allergies.**
- You are responsible for breakfast & dinner; meal reimbursement is available for those staying at the hotel (see below).

REIMBURSEMENT

- You will be reimbursed for your mileage.
- If you are staying at the hotel, you will be reimbursed up to \$15 for dinner each day you are away from your residence. Be sure to save your receipts!

Please contact joinus@lastingchangeinc.org with any questions.

We look forward to seeing you!

