**Introduction Day**

**Education**

* Behaviours:
  + Coachable:
    - Do what you say you’ll do – be on time (a little early) for meetings etc. Complete work to the best of your ability. Communicate if you can’t.
    - Ask for and act on feedback (on all things). Prepare thoroughly for 121s and mock interviews and challenge yourself to improve daily. Self-reflection and conscious improvement are powerful.
  + Conscientious:
    - Take high-quality notes daily. Create a knowledge base throughout the course and add to it daily.
    - Be a team player. Help other people. MVP will be nominated each week.
  + Proactive:
    - Ask questions – engage! Be a problem solver – look ahead and bring proposed solutions instead of problems.
* Technical and professional key skills:
  + **Content mastery**: concepts, frameworks, methodologies, etc.
  + **Systems thinking**: understanding the bigger picture.
  + **Problem solving**: breaking down, structuring and solving problems, both technical and more general.
  + **Communication**: interview and presentation skills etc., explaining the code you have written.
* Technical:
  + Curriculum:
    - Coding fundamentals (2 weeks) – JavaScript, Test Driven Development…
    - Backends (4 weeks).
    - 4-8 weeks with clients to give specific training – course will change depending on the client.
    - **Web address:** curriculum.sigmalabs.co.uk.
    - **Password**: alwaysbecoding
  + Progress tracking:
    - Mastery quiz – quiz every week (given answers immediately). Aims to test knowledge
    - Technical assessment – given occasionally for a week’s worth of training
    - Coach assessment – ad hoc, testing general competency
    - Stand up – what you did yesterday, what you want to do today
    - Office hours – time to ask questions
* Professional high performance:
  + **Content mastery**: a range of essential business tools.
  + **Systems thinking**: understanding the broader business model of an organisation, understanding a market and the factors which might influence it.
  + **Problem solving**: tools to help you solve business problems.
  + **Communication** (very important): interview skills and presentation skills (storyline, structure and delivery).
* Progress tracking:
  + Progress is tracked in detail – show whether Sigma are doing a good job and what skills I am excelling in for clients
  + 121 meeting – main forum for discussing progress. 121 coach will rotate every few weeks
  + 121 inputs:
    - Weekly reflection form (really important – think about it)
    - Automated trackers – attendance, punctuality git
    - Assessments (mentioned earlier)
    - Coach observations.
  + Output: ratings against 7 areas of skills, knowledge and behaviours. Ratings are exceeding expectations, meeting expectations, in need of improvement and unacceptable
  + Expectations are very high. Unacceptable is always behavioural
* If you get stuck (order of things to try):
  + Try for 30 minutes.
  + Post a message on Slack in the questions channel. Help each other. Say what the problem is, what you’ve tried, what you were expecting to happen and what happened. See template.
  + Try @trainees to ping everyone.
  + Reach out to a coach directly (if you have absolutely no idea). Use career channel for a call.
  + Clarify a question publicly.
* Working with each other:
  + Work independently
  + Give help, not answers
  + Don’t share or copy
  + Quads are first place to ask for help (also pair)
* Quad rules:
  + You are responsible for each other’s success
  + You must be in your Quad or in a workshop from 14:15-16:00
  + You are immediately contactable from 09:00-18:00 for Slack messages (within reason)
  + You own your own Quads
* Use a huddle to call your Quad in Slack
* Quad leads (weekly) – coordinate, and ensuring Quad gets and gives good feedback
* 3 most important things to take home:
  + Behaviour is at least as important as knowledge and skills
  + Keep talking to the team
  + All the information from today can be found on Second Brain