

Liftoff Class 1

Intro, Expectations, and Communication



# Today's Agenda

1. Liftoff Logistics
2. Graduation Requirements
3. Intro to Career Readiness
4. Liftoff Culture
5. Professional Communication



# Liftoff Logistics



# The Basics



Attendance

Graduation Requirements

Submit all in class activities

Resumes

- In LC Template
- Editing Access



# Class Structure



# Staff to Know



**Melinda**

Liftoff Manager

Ask me about:  
Professional Skills,  
Resumes, Interview Day



**Shawn**

Technical Skills Instructor

Ask me about: Technical  
Skills, Real-world  
developer experience



**Colin**

Program Manager

Ask me about: deadlines,  
course logistics



**Lexi**

Director of Career  
Readiness

Ask me about: the  
Apprenticeship Program,  
the process post-course



# What Will Liftoff Look Like?

Class	Date	Topic	Due
1	Mon, 11/20	Intro to LiftOff, Intro to Career Readiness, Professional Communication	
2	Mon, 11/27	Project Scope, MVP, Git, Agile, User Stories	Group Expectations
3	Thu, 11/30	Transferable Skills, Resume Writing	Project Proposals
4	Mon, 12/4	Wireframing, Making Branches in Git	User Stories Activity Project Wireframe
5	Thu, 12/7	Prepping for an Interview	Resumes, Intent for Apprenticeship
6	Mon, 12/11	Asking Technical Questions, Giving Good Feedback, Turning Branches into PRs	
7	Thu, 12/14	Conducting an Interview	
8	Mon, 12/18	Jobs in Tech, Reviewing PRs, Talking about Work on a Project	Project Checkpoint
9	Thu, 12/21	Interview Day 1	



# What Will Liftoff Look Like?

Class	Date	Topic	Due
10	Thu, 1/5	Re-Scoping a Project, Importance of Github Post-Class	
11	Mon, 1/8	Interview Day Debrief, Post-Class Learning	
12	Thu, 1/11	Work Day	
13	Mon, 1/15	Interview Day 2	
14	Thu, 1/18	Project Closeout	Ready for Placement Survey, Project Review
15	Mon, 1/22	Next Steps in Tech	Professional Development Plan Due, Graduation Survey Due
16	Thu, 1/25	Next Steps with LaunchCode	Unit 3 Feedback Survey



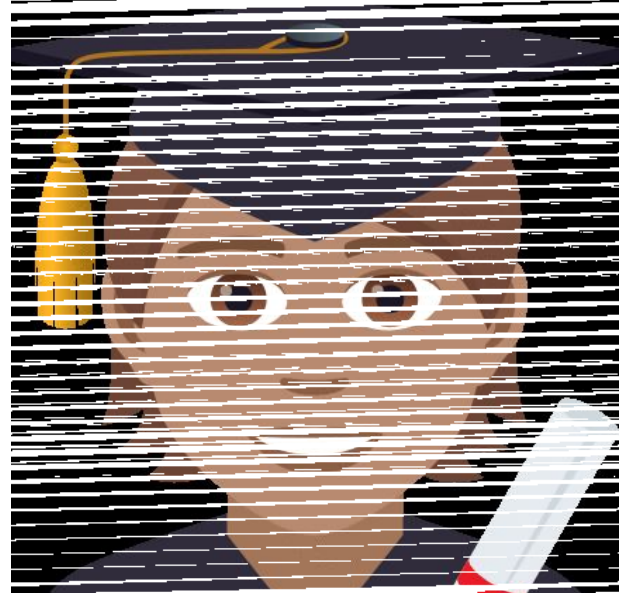


# Graduation



# Graduation Day!

- When: January 29
- Where: the comfort of whatever location you log in from
- Who: You and your support system
- Why: To celebrate you and all you've accomplished of course!



# Graduation Requirements



- All Course Units Completed
  - For Unit 3, this includes submissions for all in-class activities
- Resume Approved by LC Staff
- Behavioral Interview Passed with a 3/5 score
- Technical Interview Passed with a 3/5 score
- Approved Project Completed and Project Review Passed with a 3/5 score
  - 3 approved features
- Ready for Placement Survey Completed
- Professional Development Plan Approved

# Career Readiness Intro



# Career Readiness at LaunchCode

- Assistance during the post class and pre-candidate pool phase
- Interview make-ups
- Candidate Pool Profiles

## Advice

- Make the project that you're excited about
- Think about what you want to learn after LiftOff
- Keep up with GitHub
- Make sure to stay in touch after class



# Candidate Pool Requirements



All Graduation Requirements and:

- Behavioral passed w/ a 4 or higher
- Technical passed w/ a 4 or higher
- Resume Completed at Apprenticeship Program Standards
- Approved Project Completed
- Project Review Passed with a 4/5 score or higher

# Culture of Liftoff



# Culture of LiftOff

- Growth Space
  - This is your place to make mistakes
  - Challenge yourself
  - Be patient with yourself
- Communication Expectations
  - Slack/email responses are expected within 2 days
  - Be professional
- Outside of Class Commitment
  - Recommend at least one outside of class group meetup time
  - 10-20 hours per week

**It's important to treat LiftOff like it's your first coding job. This isn't a typical group project experience. Make sure you are practicing your communication skills during these next 8 weeks and understand the commitment it takes to be successful in this part of the class.**





# Professionalism- A Note

- Professionalism is
  - a set of guidelines
  - subjective
  - built on years of corporate traditions
- The goal in LiftOff is to provide you with tools, insight, and advice to make informed choices to navigate the existing corporate environment
  - We are also setting you up to be most successful when working with Talent Management and Company Team
  - Ultimately, your choices in your own job search are up to you



# Professional Communication

**Luigi to Luigi  
communication**



# Application for LiftOff

- Every class has project time; therefore, every class is an opportunity to work on professional communication
- Practice your professional communication skills with everyone you interact with during Liftoff
- All of this is feedback that we have gotten from our company team as areas of growth for the candidates that we work with

**Professional communication does not mean talk like a business email. In the rest of lecture, we will talk more about what this does mean. We still want you to show up to LC classes and spaces as you are.**



# Tone

- Professional
  - Difference between “What did you just say” and “Could you repeat that”
- Respectful
  - Treat everyone with respect, including yourself
  - Be especially mindful of what you put in writing
- Authentic
  - Your words should still sound like you
  - This is especially important for things like resumes and presentations



# Responsiveness

- Respond within 48 hours to all written and verbal requests
  - Unless otherwise defined
  - Expectations should be communicated in writing
- Messages should be complete
  - Do not send an email or Slack that just says “hi” even if immediately sending another
  - Avoid “can we meet” messages without additional context
  - Be thorough in your communication



# Feedback

- Time and place matter
  - How would you want to receive this feedback
- Demonstrate empathy
- Structure feedback intentionally
  - Frame it as it is, your perspective
  - Try the following:
    - I feel \_\_\_\_
    - Because \_\_\_\_
    - And I suggest \_\_\_\_
- Balance out your Chocolate and Onions
  - Too much positive feedback is not conducive to growth
  - Too much negative feedback is demoralizing



**Feedback is crucial. Feedback is difficult. Feedback is care.**



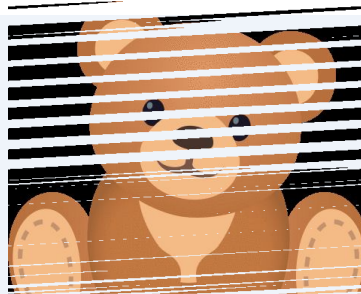
# Asking for Help

- Be timely
- Be specific
- Consider who to ask
- Be thorough in your request
- [Don't be a vampire](#)



# Navigating Conflict

- Know Yourself
  - [Shark, Turtle, Teddy Bear, Fox, Owl](#)
- [Strategies to Implement](#)
  - Acknowledge the dispute
  - Gather information
  - Set/review expectations
  - Listen to listen, not respond
  - Call a pause
  - Address the behavior, not the person
  - Conclude with action steps





# Accountability

- What is helpful to get your project done?
  - Daily Slack check-ins?
  - A third required group meet-up time?
  - TA support?
- What can you do to stay accountable to yourself?
  - Identify an accountability buddy?
  - Create a routine?
  - Build checklists?
  - Make time to celebrate?

**Different strategies work for different people. By now, you probably have a good sense of what keeps you motivated in this course.**



# In-Class Activity

- Group Introductions
- Setting Group Expectations



# **In-Class Activity Expectations**

- Sometimes with just your group
- Sometimes with all the groups your TA manages
- Always required: Complete the activity before moving on to project work, no matter how tempting
- All group members must submit
- Unless otherwise communicated, Melinda is available for questions (tag in Slack)



## Questions?

Tag us on Slack or send an email and we'll get back to you as soon as we can!