

# Dell/EMC Enterprise Technology Training Initiative - Week One - Social Skills/Prototype Introduction

## Social Skills Week - Day One - April 22

## Social Skills Week - Day Two - April 23

## Social Skills Week - Day Three - April 24

## Social Skills Week - Day Four - April 25

## Social Skills Week - Day Five - April 26

Schedule	Topic	Schedule	Topic	Schedule	Topic	Schedule	Topic	Schedule	Topic
9:00 - 9:15 am	Overview of Day's Agenda	9:00 - 9:15 am	Overview of Day's Agenda	9:00 - 9:15 am	Overview of Day's Agenda	9:00 - 9:15 am	Overview of Day's Agenda	9:00 - 9:15 am	Overview of Day's Agenda
9:15 am - 11:30 am	Welcome and Expectations of Training, Dell Paperwork & General Background - Tour of Building (Badges, NDA, Photo Release?) Hygiene & Dress Code	9:15 am - 11:00 am	Workplace Relationships/Managing Absences/ Organizing and Prioritizing	9:15 am - 10:45 am	PowerPoint Presentation	9:15 am - 10:30 am	The User Persona	9:15 am - 10:15 am	Communicating Professionally - Scenario Review & Discussion
11:30 am - 12:30 pm	Lunch break	11:00 am - 11:30 am	Communicating Professionally With Peers - Getting to Know Your Peers	10:45 am - 11:30 am	Self Advocacy & Disclosure/Communication Etiquette Exercises	10:30 am - 11:30 am	Empathize/Define	10:15 am - 11:30 am	Mock Interview Review? Expedited Hiring Manager 1:1 Sessions
12:30 pm - 1:15 pm	Email Etiquette	11:30 am - 12:30 pm	Lunch break	11:30 am - 12:30 pm	Lunch break	11:30 am - 12:30 pm	Lunch break	11:30 am - 12:15 pm	Lunch break
1:15 pm - 2:00 pm	Spaghetti Challenge	12:30 pm - 1:15 pm	Stress Buster	12:30 pm - 1:15 pm	Professionalism During Training	12:30 pm - 2:00 pm	Ideate/Prototype	12:30 pm - 1:15 pm	Mini Prototype Project With Final Groups - Team Building
2:00 pm - 2:15 pm	Break	1:15 pm - 2:00 pm	Personal Brand	1:15 pm - 2:00 pm	Complexity Versus Simplicity - In Work & Life	2:00 pm - 2:15 pm	Break	1:15 pm - 2:00 pm	Stress Management Refresher & Stress Buster
2:15 pm - 3:30 pm	Conversation Strategies	2:00 pm - 2:15 pm	Break	2:00 pm - 2:15 pm	Break	2:15 pm - 3:30 pm	Prototype Project Introduction	2:00 pm - 2:15 pm	Break
3:30 pm - 3:50 pm	Daily Reflection & Wrap Up	2:15 pm - 3:30 pm	Cover Letter Intro & Development	2:15 pm - 3:30 pm	Design Thinking Intro	3:30 pm - 3:50 pm	Daily Reflection & Wrap Up	2:15 pm - 3:30 pm	Prototype Project Presentation
3:50 - 4:00 PM	Room Clean-up / End of the day	3:30 pm - 3:50 pm	Daily Reflection & Wrap Up	3:30 pm - 3:50 pm	Daily Reflection & Wrap Up	3:50 - 4:00 PM	Room Clean-up / End of the day	3:30 pm - 3:50 pm	Daily Reflection & Wrap Up
3:50 - 4:00 PM	Room Clean-up / End of the day	3:50 - 4:00 PM	Room Clean-up / End of the day	3:50 - 4:00 PM	Room Clean-up / End of the day	3:50 - 4:00 PM	Room Clean-up / End of the day	3:50 - 4:00 PM	Room Clean-up / End of the day

# Dell/EMC Enterprise Technology Training Initiative - Week Two - Prototype Development & Presentation

Week Two - Day Six - April 29		Week Two - Day Seven – April 30		Week Two - Day Eight – May 1		Week Two - Day Nine – May 2		Week Two - Day Ten - May 3	
Schedule	Topic	Schedule	Topic	Schedule	Topic	Schedule	Topic	Schedule	Topic
9:00 - 9:15 am	Overview of Day's Agenda	9:00 - 9:15 am	Overview of Day's Agenda	9:00 - 9:15 am	Overview of Day's Agenda	9:00 - 9:15 am	Overview of Day's Agenda	9:00 - 9:15 am	Overview of Day's Agenda
9:15 am - 10:30 am	Note Taking Refresher - Note Taking for Feedback Provided During Active Project	9:15 am - 11:30 am	Working Final Project - Scoping / 360 <sup>o</sup> Research / Syntheses / Ideation / Prototype /Validate	9:15 am - 11:30 am	Working Final Project - Scoping / 360 <sup>o</sup> Research / Syntheses / Ideation / Prototype /Validate	9:15 am - 11:30 am	Dress Rehearsal in Auditorium	9:15 am - 10:15 am	Final Preparation
10:30 am - 11:30 am	Time Management - Downtime, Concentration & Focus							10:15 am - 12:15 pm	Final Presentations
11:30 am - 12:30 pm	Lunch break	11:30 am - 12:30 pm	Lunch break	11:30 am - 12:30 pm	Lunch break	11:30 am - 12:30 pm	Lunch break		
12:30 pm - 1:15 pm	Design Thinking Review	12:30 pm - 1:15 pm	Working Final Project - Scoping / 360 <sup>o</sup> Research / Syntheses / Ideation / Prototype /Validate	12:30 pm - 1:15 pm	Life After Training - Career Transition & After the Training	12:30 pm - 1:15 pm	Dress Rehearsal in Auditorium	10:15 am - 12:15 pm	Final Presentations
1:15 pm - 2:00 pm	Team Building Refresher	1:15 pm - 2:00 pm	Managing Stress/Stress Buster	1:15 pm - 2:00 pm	Mock Final Presentations for Facilitators	1:15 pm - 2:00 pm	Finalize Project & Apply Feedback		
2:00 pm - 2:15 pm	Break	2:00 pm - 2:15 pm	Break	2:00 pm - 2:15 pm	Break	2:00 pm - 2:15 pm	Break		
2:15 pm - 3:30 pm	Department Leadership Presentations	2:15 pm - 3:30 pm	Working Final Project - Scoping / 360 <sup>o</sup> Research / Syntheses / Ideation / Prototype /Validate	2:15 pm - 3:30 pm	Mock Final Presentations for Facilitators	2:15 pm - 3:30 pm	Finalize Project & Apply Feedback	12:15 pm - 1:30 pm	Hiring Managers Make Hiring Decisions - Reception?
3:30 pm - 3:50 pm	Daily Reflection & Wrap Up	3:30 pm - 3:50 pm	Daily Reflection & Wrap Up	3:30 pm - 3:50 pm	Daily Reflection & Wrap Up	3:30 pm - 3:50 pm	Daily Reflection & Wrap Up		
3: 50 - 4:00 PM	Room Clean-up / End of the day	3: 50 - 4:00 PM	Room Clean-up / End of the day	3: 50 - 4:00 PM	Room Clean-up / End of the day	3: 50 - 4:00 PM	Room Clean-up / End of the day		