EXCEL DATA ANALYSTS INTERNSHIP TRAINING PROGRAM TIMELINE

TASK		1/13 - 1/24	1/27 - 3/12	3/17 - 4/17	4/21 - 5/4
KICKOFF WEEK	KICKOFF	2 HRS			
INTRO TO EXCEL OVERVIEW TRAINING	TRAINING	12 HRS			
EXCEL FORMULA AND DATA MODELING TRAINING	TRAINING	36 HRS			
REPORTING TEAM 1:1 MEETINGS + COMPLETION	REPORTING			VARIES	
REPORT DELIVERIES	REPORTING				VARIES

IMPORTANT NOTES:

The first day of training will start on Monday, January 13th from 5:45p - 7:45p EST.

*All training takes place from 5:45p - 7:45p EST three nights per week (Mondays through Thursdays)

*All client meetings will take place at varying times on weekdays at least biweekly, spanning 1 hour in length each meeting.

The client will determine meeting times based on business demands. It is our goal to provide a client meeting schedule at least 2 weeks in advance.

At least 70% attendance is required for meetings and trainings.

*Kickoff will occur on Monday, January 13th from 2:00p to 4:00p EST. This time is subject to change based on client's availability.