



Trainee Handbook **Direction Employment**

Welcome to Direction Employment

First of all, congratulations for becoming a trainee in Direction Employment project!

You were selected based on your determination to change your life and desire to learn IT, improve your functional competences in mathematics and English for coding, and find a job in the high technology industry.

This Handbook contains useful information for you as a trainee. You need to familiarize yourself with all sections of the Handbook in the first week of your Orientation. By the end of the second week of your Orientation you should sign the Trainee Contract and undertake the obligation to complete the training program. If you have any questions or doubts, please address them to the Training Coordinator.



Partners



Trainee Contract

We expect the best of Direction Employment trainees. The fact that you were accepted into the program means that we trust that you want to learn and to grow. We intend to help you in that process. In coming to Direction Employment, you have made a commitment to take your life in a new direction, to strive to do your best and contribute as a leader. As a Direction Employment trainee, you are agreeing to:

1. Participate fully in all aspects of the program. To attend every day, arrive and leave at the scheduled time. To achieve an attendance rate of at least 85 percent for the entire program.
 2. Come to the classroom prepared to work, in appropriate clothing and disposition.
 3. Express an attitude and a spirit of respect and cooperation toward all staff and students. Remember that your actions not only reflect on yourself, but on the group as a whole and the Direction Employment program.
- Best of luck and welcome to Direction Employment!**

Transport Cards

Trainees will receive a monthly public transport card to cover their local transport expenses to and from the training center.

Infractions

The Direction Employment program must have rules and guidelines to achieve order and accomplish its goals. In keeping with this basic principal, we have identified some behaviors/infractions that, when they occur in the program, have the potential to threaten the achievement of program goals.

- **Infractions—Group 1**
 - Absence Without Advance Approval by Program Staff
 - Bad Attitude/Disruptive Behavior
 - Lateness
 - Smoking in the Building

Students are expected to follow all of the rules at all times. Violation of these infractions will be dealt with swiftly and appropriately. Infractions have been divided into two groups. Those identified as serious infractions have the potential to cause immediate harm to self, others, and the program and will not be tolerated.

- **Serious Infractions—Group 2**
 - Leaving Without Notice
 - Dangerous or Careless Behavior
 - Physical, Verbal, or Emotional Abuse or Threats of Violence
 - Possession of Weapons, Drug Paraphernalia, Beepers, or Pornographic Materials
 - Possession of Alcohol/Illegal Drugs, or Coming To Work or School Drunk or High
 - Destroying Property
 - Stealing
 - Drug Dealing
 - Lying
 - Severely Bad Attitude/Disruptive Behavior

Repeated violation of the same infraction may result in dismissal from the program. Violation of a serious infraction may result in immediate

dismissal from the program. Your attitude and willingness to change is the key to successfully completing this program.

Consequences of Contract Violation

Infractions

Group 1 Infractions

- Verbal Warning
- Written Warning
- Second Written Warning
Possible Learning or Service Activity
- Visit to Program Manager
- Send home without pay for a designated period or Intervention meeting
- Termination

Group 1 Infractions

- Written Warning
(Possible Service Activity)
- Sent to Program Manager
- Dismissal (in Some Instances and Immediate Dismissal May Be a Consequence)

I,
have read and understand the conditions that are described above in the Direction Employment Trainee Contract and agree to abide by these conditions. I also acknowledge that I have received a copy of this contract which I am expected to learn.

Trainee Date

Counselor..... Date

Training Program

The training program includes the following components

- **English language (for coding)**
- **Mathematics and Logic**
 - Basic mathematical terms – whole number/fraction, positive number/negative number;
 - Arithmetic multiplying, subtraction, division, multiplication, gradation
 - Solving elementary linear equations

- Geometry: face and area of a triangle, rectangle, circle
- Logic: Logical operators, negation, AND/OR;
- Importation of the negation
- Quantum for existence and aggregation
- Rules for the logical conclusion, modus ponens
- Basic logical fallacies
<https://www.futurelearn.com/courses/logical-and-critical-thinking/>

Computer Literacy

- Working with a file system: Basic structure of the file system; creation and modification of files/folders; Copying and moving of files/folders; Installing and de-installing of a program; Basic types of files and their extensions; Images: png, jpg, jpeg; Documents: pdf; Text files: txt, doc, docx; Electronic tables: xls, xlsx
- Working with Internet:
- **Google search; Creation of an e-mail address and working with it to send letters, attachments, etc;**
- **Registration in web sites**
 - Main risks in using Internets
 - Scam, fishing
 - Spam
 - Personal data security risks
- **Working with Office Pack**
 - The basics of Word
 - The basics of Excel
 - Table information formating
 - Basic functions: SUM, MAX
 - Programming
- **Games for formal thinking**
 - Situation puzzle games
 - Unplugged activities from code.org
- **Imperative Thinking Basics**
 - The games in Code.org
 - Scratch
- **Java – basic constructions: if, for, arrays, functions**
 - Problem solving with immediate feedback
- **Front end development**
 - Html
 - Formatting of text
 - Creation of tables
 - Inserting images
- **CSS**
 - colors
 - scripts
 - elongations
 - location of the elements
- **Javascript/jQuery**
- **hosting of website in a local network / local PC**

Training Schedule

Your training duration is going to be 5 months, or 20 weeks. The first 2 weeks are orientation period. During the orientation period, you will be expected to elaborate an individual development plan, which includes your personal goals related to:

Enhancing your functional competences;

Learning the basics of IT;

Improving your communication skills;

Enhancing your life-planning skills;

Career planning and preparation for a job's interview;

Other personal goals, which you expect to accomplish as a result of your participation in the training.

- The individual development plan will be the basis for monitoring of your progress during and after your participation in the program. You will be expected to send us information on your employment status 3 months after graduation, 1 year after graduation and 2 years after graduation. The information should be sent in writing by e-mail.
- You will receive tailored support during your participation in the program to meet your personal career development goals. The project will offer social support in the form of transport cards and daily refreshments. We will also offer psychological support, based on your needs. The training coordinator will schedule individual meetings with each trainee to monitor progress.
- The final week is dedicated to final exams and checking the exit level of the trainees; the improvement of their functional competences in math, English for programming and IT. In addition, the progress with the implementation of the individual development plan will be reviewed.

The training program ends with a Graduation Ceremony.

IT Curriculum by Week

Month 1		Month 2		Month 3		Month 4		Month 5	
Week 1 and 2	Weeks 3, 4, 5	Weeks 5,6,7	Weeks 8 and 9	Weeks 10 and 11	Week 12	Weeks 13	Weeks 15 and 16	Weeks 17 and 18	Weeks 19 and 20
Orientation Test Period Contract Signing (if approved to stay in the program)	Core training	Core training	Core training	Core training and on-the-job training; implementation of specific assignments	Core training and Mid-term exams	Core training and on-the-job training; implementation of specific assignments	Core training and on-the-job training; implementation of specific assignments	Core training and on-the-job training; implementation of specific assignments	Core training and on-the-job training; implementation of specific assignments Week 20: Final Exams
8:30 – 9:00 Ice breaker; Mtg. with the Operational Coordinator	8:30 – 9:00 Daily sharing; Mtg. with the Operational Coordinator	8:30 – 9:00 Daily sharing; Mtg. with the Operational Coordinator	8:30 – 9:00 Daily sharing; Mtg. with the Operational Coordinator	8:30 – 9:00 Daily sharing; Mtg. with the Operational Coordinator	8:30 – 9:00 Daily sharing; Mtg. with the Operational Coordinator	8:30 – 9:00 Daily sharing; Mtg. with the Operational Coordinator	8:30 – 9:00 Daily sharing; Mtg. with the Operational Coordinator	8:30 – 9:00 Daily sharing; Mtg. with the Operational Coordinator	Final Exams in Week 20; Exit-level tests for functional competence in Math, English and IT;
9:00-9:45 Classes	9:00-9:45 Math	9:00-9:45 Math	9:00-9:45 Math	9:00-9:45 Math	9:00-9:45 Exams in Math	9:00-9:45 Math	9:00-9:45 Math	9:00-9:45 Math	
10:00-10:45 Classes	10:00-10:45 IT training	10:00-10:45 IT training	10:00-10:45 IT training	10:00-10:45 IT training	10:00-10:45 Exams In English	10:00-10:45 IT training	10:00-10:45 IT training	10:00-10:45 IT training	Review of progress based on the individual development plan
11:00 -11:45 Refresh-ments Break	11:00 -11:45 Refresh-ments Break	11:00 -11:45 Refresh-ments Break	11:00 -11:45 Refresh-ments Break	11:00 -11:45 Refresh-ments Break	11:00 -11:45 Refresh-ments Break	11:00 -11:45 Refresh-ments Break	11:00 -11:45 Refresh-ments Break	11:00 -11:45 Refresh-ments Break	
12:00 -12:45 Classes	12:00 -12:45 IT training	12:00 -12:45 IT training	12:00 -12:45 IT training	12:00 -12:45 IT training	12:00 -12:45 Exams in IT	12:00 -12:45 IT training	12:00 -12:45 IT training	12:00 -12:45 IT training	Graduation Ceremony
13:00-13:45 Classes	13:00-13:45 English for programming	13:00-13:45 English for programming	13:00-13:45 English for programming	13:00-13:45 English for programming	13:00-13:45 Exams in IT	13:00-13:45 English for programming	13:00-13:45 English for programming	13:00-13:45 English for programming	
AFTER-NOON 14:00-17:00 Self-preparation time; Individual meetings with the Operational Coordinator	AFTER-NOON 14:00-17:00 Self-preparation time; Individual meetings with the Operational Coordinator	AFTER-NOON 14:00-17:00 Self-preparation time; Individual meetings with the Operational Coordinator	AFTER-NOON 14:00-17:00 Self-preparation time; Individual meetings with the Operational Coordinator	AFTER-NOON 14:00-17:00 On-the-job training; implementing assignments	AFTER-NOON 14:00-17:00 Self-preparation time; Individual meetings with the Operational Coordinator	AFTER-NOON 14:00-17:00 On-the-job training; implementing assignments	AFTER-NOON 14:00-17:00 On-the-job training; implementing assignments	AFTER-NOON 14:00-17:00 On-the-job training; implementing assignments	

Week 2	Visual programming with Code.org
Week 3	Programming Fundamentals with Javascript. Introduction to Javascript: Intro to programming for drawing and animation. Variables. Strings.
Week 4	JavaScript: Functions. Conditional statements. Debugging.
Week 5	JavaScript: Loops. Arrays. Clean code. Object and object-oriented design.
Week 6	Project on Drawing and Animation with JavaScript.
Week 7	Algorithms with JavaScript. Warm-up problems and problems for arrays and strings.
Week 8	Algorithms with JavaScript: Time complexity. Bubble sort. Insertion sort. Counting sort. Solving problems.
Week 9	Algorithms with JavaScript: Binary search. Solving problems.
Week 10	Front-End Web Development: HTML and CSS
Week 11	Front-End Web Development: Javascript for Web. Project on Front-End Development.
Week 12	Back-End Web Development: Introduction to the Internet. Client-server architecture. Working with command prompt. Introduction to NodeJs.
Week 13	Back-End Web Development: Introduction to NodeJs and ExpressJS. Handling requests. Serving static files.
Week 14	Back-End Web Development: Project on Back-End development; creating a client-server web application.
Week 15	Back-End Web Development: Introduction to Databases. MongoDB. Installing MongoDB and working with the database from NodeJs.
Week 16	Back-End Web Development: Full Stack Project (client, server, database).
Week 17	Object-Oriented Programming: Introduction. Concepts. OOP in JavaScript. UML diagrams. Solving problems for object-oriented design.
Week 18	Wordpress: Introduction. Functionalities. Examples. Project on Wordpress.
Week 19	Interview preparation: Solving Logical Questions. IT Common knowledge. Coding Challenges. Problems for Object-Oriented Design. Mock Interviews.
Week 20	Final Exams, Graduation Ceremony

Sample Personal Development Plan

Name

Date

Program

Age

This survey will help us learn about you, your needs and expectations from Direction Employment. We will ask you to answer the same questions when you finish the Direction

Employment program to help us see how you have changed and how effective the program has been.

PART 1: THE PROGRAM

For each part of the Direction Employment program listed below, please indicate HOW IMPORTANT it is to you:

- Core training
- Individual counseling
- On-the-job training
- Career development consulting
- Preparation for a job's interview
- Post-graduation liaison with the staff and other trainees

ADAPTED BY WORKSHOP FOR CIVIC INITIATIVES FOUNDATION
FROM YOUTHBUILD INTERNATIONAL PROGRAM MANUAL
UNDER CONTRACT WITH YBI, USA

PART 2: THE FUTURE

- Five years from now, how likely do you think it is that you will:

Please use the rest of this page to tell us anything else about your Direction Employment experience that you would like people to know.