

Etsy Talent Acquisition Team Training Module 1: Navigation

Session Agenda		Total Duration (Min)		120
#	Activity	Start Time (EST)	End Time (EST)	Duration (Min)
1	Initial Joining Grace Period	3:00 PM	3:05 PM	5
2	Welcome & Intro	3:05 PM	3:10 PM	5
3	Questions for the chat	3:10 PM	3:15 PM	5
4	Excel Challenge - I explain	3:15 PM	3:20 PM	5
5	Excel Challenge - You do the challenge	3:20 PM	3:25 PM	5
6	Excel Challenge - I teach you the secret	3:25 PM	3:30 PM	5
7	Excel Challenge - You do the challenge again	3:30 PM	3:35 PM	5
8	Excel Challenge - We review the impact over time	3:35 PM	3:40 PM	5
9	Housekeeping / Navigation Foundational Principles	3:40 PM	3:50 PM	10
10	Exercise A: I Demo	3:50 PM	4:05 PM	15
11	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
12	Exercise A: You Do	4:05 PM	4:20 PM	15
13	END BREAKOUT ROOMS			
14	Exercise A: We Review	4:20 PM	4:35 PM	15
15	START BREAKOUT ROOMS - 2 PEOPLE PER ROOM			
16	Breakout in pairs	4:35 PM	4:40 PM	5
17	END BREAKOUT ROOMS			
18	Conclusion: Recap, Parting Words, HW	4:40 PM	4:45 PM	5
19	Q&A / Buffer Time	4:45 PM	4:55 PM	10
20	End Early	4:55 PM	5:00 PM	5

Exercise Instructions:

- 1 Complete all the exercises (including BONUS questions if applicable) WITHOUT focusing on efficiency.
- 2 Redo the exercises (unhide tabs) with a focus on using the keyboard as much as possible and finding the most efficient solution (fewest number of steps).
- 3 Practice the most efficient solutions several times.
- 4 Brainstorm how to apply what you've learned at your job or your current project.
- 5 Identify 1 or 2 people to teach what you have learned.

Etsy Talent Acquisition Team Training Module 2: Formatting

Session Agenda		Total Duration (Min)		120
#	Activity	Start Time (EST)	End Time (EST)	Duration (Min)
1	Initial Joining Grace Period	3:00 PM	3:05 PM	5
2	Welcome & Sharing Impact of Learnings	3:05 PM	3:10 PM	5
3	Formatting Foundational Principles	3:10 PM	3:14 PM	4
4	Questions for the chat	3:14 PM	3:15 PM	1
5	Demo Preamble	3:15 PM	3:20 PM	5
6	Exercise A: I Demo	3:20 PM	3:30 PM	10
7	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
8	Exercise A: You Do	3:30 PM	3:45 PM	15
9	END BREAKOUT ROOMS			
10	Exercise A: We Review	3:45 PM	4:00 PM	15
11	Exercise B: I Demo	4:00 PM	4:10 PM	10
12	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
13	Exercise B: You Do	4:10 PM	4:25 PM	15
14	END BREAKOUT ROOMS			
15	Exercise B: We Review	4:25 PM	4:40 PM	15
16	START BREAKOUT ROOMS - 2 PEOPLE PER ROOM			
17	Breakout in pairs	4:40 PM	4:45 PM	5
18	END BREAKOUT ROOMS			
19	Conclusion: Recap, Parting Words, HW	4:45 PM	4:50 PM	5
20	Q&A / Buffer Time	4:50 PM	4:55 PM	5
21	End Early	4:55 PM	5:00 PM	5

Exercise Instructions:

- 1 Complete all the exercises (including BONUS questions if applicable) WITHOUT focusing on efficiency.
- 2 Redo the exercises (unhide tabs) with a focus on using the keyboard as much as possible and finding the most efficient solution (fewest number of steps).
- 3 Practice the most efficient solutions several times.
- 4 Brainstorm how to apply what you've learned at your job or your current project.
- 5 Identify 1 or 2 people to teach what you have learned.

Etsy Talent Acquisition Team Training Module 3: Formula Fundamentals

Session Agenda		Total Duration (Min)		120
#	Activity	Start Time (EST)	End Time (EST)	Duration (Min)
1	Initial Joining Grace Period	3:00 PM	3:05 PM	5
2	Welcome & Sharing Impact of Learnings	3:05 PM	3:10 PM	5
3	Formula Foundational Principles	3:10 PM	3:14 PM	4
4	Questions for the chat	3:14 PM	3:15 PM	1
5	Demo Preamble	3:15 PM	3:20 PM	5
6	Exercise A: I Demo	3:20 PM	3:30 PM	10
7	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
8	Exercise A: You Do	3:30 PM	3:45 PM	15
9	END BREAKOUT ROOMS			
10	Exercise A: We Review	3:45 PM	4:00 PM	15
11	Exercise B: I Demo	4:00 PM	4:10 PM	10
12	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
13	Exercise B: You Do	4:10 PM	4:25 PM	15
14	END BREAKOUT ROOMS			
15	Exercise B: We Review	4:25 PM	4:40 PM	15
16	START BREAKOUT ROOMS - 2 PEOPLE PER ROOM			
17	Breakout in pairs	4:40 PM	4:45 PM	5
18	END BREAKOUT ROOMS			
19	Conclusion: Recap, Parting Words, HW	4:45 PM	4:50 PM	5
20	Q&A / Buffer Time	4:50 PM	4:55 PM	5
21	End Early	4:55 PM	5:00 PM	5

Exercise Instructions:

- 1 Complete all the exercises (including BONUS questions if applicable) WITHOUT focusing on efficiency.
- 2 Redo the exercises (unhide tabs) with a focus on using the keyboard as much as possible and finding the most efficient solution (fewest number of steps).
- 3 Practice the most efficient solutions several times.
- 4 Brainstorm how to apply what you've learned at your job or your current project.
- 5 Identify 1 or 2 people to teach what you have learned.

Etsy Talent Acquisition Team Training Module 4: Formula Deep Dive 1 of 3

Session Agenda		Total Duration (Min)		120
#	Activity	Start Time (EST)	End Time (EST)	Duration (Min)
1	Initial Joining Grace Period	3:00 PM	3:05 PM	5
2	Welcome & Sharing Impact of Learnings	3:05 PM	3:10 PM	5
3	References, Math, Text, and Date & Time Functions Fundamentals	3:10 PM	3:14 PM	4
4	Questions for the chat	3:14 PM	3:15 PM	1
5	Demo Preamble	3:15 PM	3:20 PM	5
6	Exercise A: I Demo	3:20 PM	3:30 PM	10
7	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
8	Exercise A: You Do	3:30 PM	3:45 PM	15
9	END BREAKOUT ROOMS			
10	Exercise A: We Review	3:45 PM	4:00 PM	15
11	Exercise B: I Demo	4:00 PM	4:10 PM	10
12	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
13	Exercise B: You Do	4:10 PM	4:25 PM	15
14	END BREAKOUT ROOMS			
15	Exercise B: We Review	4:25 PM	4:40 PM	15
16	START BREAKOUT ROOMS - 2 PEOPLE PER ROOM			
17	Breakout in pairs	4:40 PM	4:45 PM	5
18	END BREAKOUT ROOMS			
19	Conclusion: Recap, Parting Words, HW	4:45 PM	4:50 PM	5
20	Q&A / Buffer Time	4:50 PM	4:55 PM	5
21	End Early	4:55 PM	5:00 PM	5

Exercise Instructions:

- 1 Complete all the exercises (including BONUS questions if applicable) WITHOUT focusing on efficiency.
- 2 Redo the exercises (unhide tabs) with a focus on using the keyboard as much as possible and finding the most efficient solution (fewest number of steps).
- 3 Practice the most efficient solutions several times.
- 4 Brainstorm how to apply what you've learned at your job or your current project.
- 5 Identify 1 or 2 people to teach what you have learned.

Etsy Talent Acquisition Team Training Module 5: Formula Deep Dive 2 of 3

Session Agenda		Total Duration (Min)		120
#	Activity	Start Time (EST)	End Time (EST)	Duration (Min)
1	Initial Joining Grace Period	3:00 PM	3:05 PM	5
2	Welcome & Sharing Impact of Learnings	3:05 PM	3:10 PM	5
3	Logical and Lookup Functions Fundamentals	3:10 PM	3:14 PM	4
4	Questions for the chat	3:14 PM	3:15 PM	1
5	Demo Preamble	3:15 PM	3:20 PM	5
6	Exercise A: I Demo	3:20 PM	3:30 PM	10
7	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
8	Exercise A: You Do	3:30 PM	3:45 PM	15
9	END BREAKOUT ROOMS			
10	Exercise A: We Review	3:45 PM	4:00 PM	15
11	Exercise B: I Demo	4:00 PM	4:10 PM	10
12	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
13	Exercise B: You Do	4:10 PM	4:25 PM	15
14	END BREAKOUT ROOMS			
15	Exercise B: We Review	4:25 PM	4:40 PM	15
16	START BREAKOUT ROOMS - 2 PEOPLE PER ROOM			
17	Breakout in pairs	4:40 PM	4:45 PM	5
18	END BREAKOUT ROOMS			
19	Conclusion: Recap, Parting Words, HW	4:45 PM	4:50 PM	5
20	Q&A / Buffer Time	4:50 PM	4:55 PM	5
21	End Early	4:55 PM	5:00 PM	5

Exercise Instructions:

- 1 Complete all the exercises (including BONUS questions if applicable) WITHOUT focusing on efficiency.
- 2 Redo the exercises (unhide tabs) with a focus on using the keyboard as much as possible and finding the most efficient solution (fewest number of steps).
- 3 Practice the most efficient solutions several times.
- 4 Brainstorm how to apply what you've learned at your job or your current project.
- 5 Identify 1 or 2 people to teach what you have learned.

Etsy Talent Acquisition Team Training Module 6: Formula Deep Dive 3 of 3

Session Agenda		Total Duration (Min)		120
#	Activity	Start Time (EST)	End Time (EST)	Duration (Min)
1	Initial Joining Grace Period	3:00 PM	3:05 PM	5
2	Welcome & Sharing Impact of Learnings	3:05 PM	3:10 PM	5
3	Fixing Errors and Advanced Formula Fundamentals	3:10 PM	3:14 PM	4
4	Questions for the chat	3:14 PM	3:15 PM	1
5	Demo Preamble	3:15 PM	3:20 PM	5
6	Exercise A: I Demo	3:20 PM	3:30 PM	10
7	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
8	Exercise A: You Do	3:30 PM	3:45 PM	15
9	END BREAKOUT ROOMS			
10	Exercise A: We Review	3:45 PM	4:00 PM	15
11	Exercise B: I Demo	4:00 PM	4:10 PM	10
12	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
13	Exercise B: You Do	4:10 PM	4:25 PM	15
14	END BREAKOUT ROOMS			
15	Exercise B: We Review	4:25 PM	4:40 PM	15
16	START BREAKOUT ROOMS - 2 PEOPLE PER ROOM			
17	Breakout in pairs	4:40 PM	4:45 PM	5
18	END BREAKOUT ROOMS			
19	Class Evaluation	4:45 PM	4:50 PM	5
20	Conclusion: Final Recap, Parting Words	4:50 PM	4:55 PM	5
21	End Early	4:55 PM	5:00 PM	5

Exercise Instructions:

- 1 Complete all the exercises (including BONUS questions if applicable) WITHOUT focusing on efficiency.
- 2 Redo the exercises (unhide tabs) with a focus on using the keyboard as much as possible and finding the most efficient solution (fewest number of steps).
- 3 Practice the most efficient solutions several times.
- 4 Brainstorm how to apply what you've learned at your job or your current project.
- 5 Identify 1 or 2 people to teach what you have learned.