

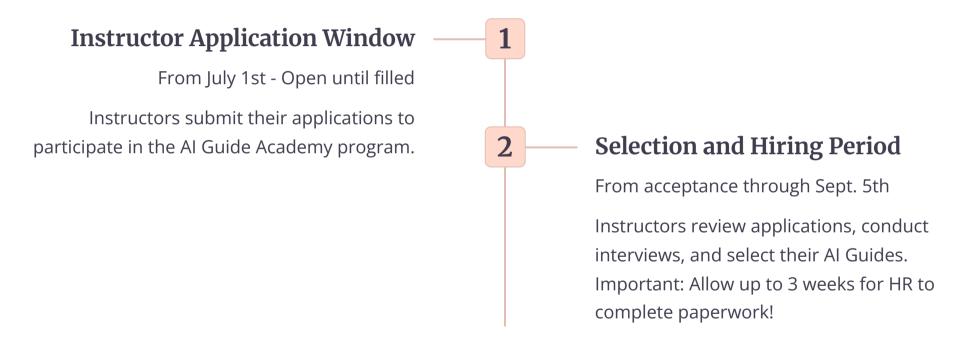
# AI Guide Academy: Program Timeline and Key Dates

Welcome to the Al Guide Academy program timeline. This document outlines all crucial dates and milestones for instructors and Al Guides participating in the program. From the application phase through working periods to the final reporting, this timeline will help you plan accordingly and ensure a successful collaboration.

# **Program Timeline Overview**



## **Application and Selection Phase**



Early application is encouraged to ensure adequate time for the selection process and to accommodate the administrative requirements from HR.

# **Program Launch and Working Period**

#### **Training Period Begins**

September 15 - October 3

Al Guides officially begin their training with instructors. This initial period is crucial for Al Guides' skill development. Training is mandatory and takes place both online through our Moodle course, and in person during our live session. Training hours are part of Hiwis' official work hours.



During this period, instructors should schedule regular check-ins with their AI Guides to ensure a smooth onboarding experience and address any initial questions or concerns.

# **Mandatory Training Sessions**

#### October 17

#### **First Live Training**

The first training session for all program participants.

#### October 30

#### **Second Live Training**

Second training date for those unable to attend the first session.

These training sessions will cover essential program information, best practices, and provide opportunities for questions and clarification. **Attendence at one of the Live Training sessions is mandatory.** 

# **Exchange Meetings Schedule**

November 21, 2025	First Exchange Meeting
December 19, 2025	Second Exchange Meeting
January 23, 2026	Third Exchange Meeting

Exchange meetings provide valuable opportunities for participants to share experiences, discuss challenges, and learn from peers. Exchange meetings are not mandatory, however, all AI Guides and instructors are welcome to attend these collaborative sessions.

## **Program Conclusion Events**

#### **Final Barcamp Event**

February 27

A collaborative unconference-style event where participants share insights, present projects, and celebrate achievements from the program.

#### **Final Reporting Period**

March 30 - April 17

Instructors and AI Guides submit final reports and provide feedback about their experience with the program.

These final events are crucial for program evaluation and improvement. Participation in both the Barcamp and the feedback process is required for program completion.

### **Important Reminders**

HR Processing Time: Allow up to 3 weeks for HR to complete paperwork after selecting an Al Guide.

#### **Training Requirement**

Attendance at one of the two live training sessions (October 17 or October 30) is mandatory for program participation.

#### **Exchange Meetings**

Regular attendance at exchange meetings ensures ongoing support and maximizes learning opportunities throughout the program.

#### **Final Reporting**

Comprehensive feedback is essential for program improvement. Set aside adequate time for thoughtful completion of final reports.

Mark these dates in your calendar now to ensure you don't miss any critical program components.