

COF ONBOARDING

week 3

MONDAY

TUESDAY

9:30am CT/10:30am ET:

- COF Team Check-In

Online Training:

- [Excel Essential Training](#) (2.25 hours)

1:30pm CT/2:30pm ET:

- Presentation: "What to Expect" (1.5 hours)

9:30am CT/10:30am ET:

- COF Team Check-In

10am CT/11 pm ET:

- Presentation: Getting Ready for Transition (1 hour)

12 Noon CT/1pm ET

- Team Discussion
Breakout Sessions:
Derivatives & Hedging

4pm CT/5pm ET:

- COF Team Discussion - Derivatives & Hedging

9:30am CT/10:30am ET:

- COF Team Check-In

Resource Reading:

- [How to Read a 10-K Report](#)
- [Capital One's 2020 10K MD&A Section](#) (pages 47-114)

3pm CT/4pm ET:

- 10-K Review with John & Jeff (1 hour)

WEDNESDAY

9:30am CT/10:30am ET:

- COF Team Check-In

10am CT/11am ET:

- Business Process Mapping with Rajneesh (1 hour)

Online Training:

- [Zoom Essential Training](#) (1.5 hours)

3pm CT/4pm ET:

- COF Team Check-In & Zoom Practice

THURSDAY

9:30am CT/10:30am ET:

- COF Team Check-In

10am CT/11am ET:

- Effective SOP's with Rajneesh (1 hour)

12 Noon CT/1pm ET:

- Team Discussion
Breakout Sessions:
Loans & Investments

4pm CT/5pm ET:

- COF Team Discussion

FRIDAY