Once selected, attendance will be required. Please review the following dates prior to submitting your application to ensure your availability. With the exception of the graduation, all of the sessions will take place at Learning & Organizational Development, 1599 Clifton Road. Please note that the topics are subject to change.

<table>
<thead>
<tr>
<th>COURSE / EVENT</th>
<th>DATE</th>
<th>TIME</th>
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</thead>
<tbody>
<tr>
<td>Application Deadline</td>
<td>Monday, November 6, 2017</td>
<td>5:00 pm</td>
</tr>
<tr>
<td>Participation Notification via Email</td>
<td>Monday, December 18, 2017</td>
<td>5:00 pm</td>
</tr>
<tr>
<td><strong>Sponsors’ Orientation</strong> (for sponsors only)</td>
<td><strong>Monday, January 22, 2018</strong></td>
<td><strong>10:00 am - 12:00 pm</strong></td>
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<tr>
<td>Program Kickoff &amp; Business of Higher Education</td>
<td>Wednesday, January 31, 2018</td>
<td>8:30 am - 1:00 pm</td>
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<tr>
<td>Project Management</td>
<td>Wednesday, February 14, 2018</td>
<td>8:30 am - 1:00 pm</td>
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<tr>
<td>Professional Presence in a Casual World</td>
<td>Wednesday, February 28, 2018</td>
<td>8:30 am - 1:00 pm</td>
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<tr>
<td>Communicating with Impact</td>
<td>Wednesday, March 14, 2018</td>
<td>8:30 am - 1:00 pm</td>
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<tr>
<td>Increasing Personal Effectiveness - Part 1</td>
<td>Wednesday, March 28, 2018</td>
<td>8:30 am - 5:00 pm</td>
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<tr>
<td>Increasing Personal Effectiveness - Part 2</td>
<td>Wednesday, April 11, 2018</td>
<td>8:30 am - 5:00 pm</td>
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<tr>
<td>Better Business Writing</td>
<td>Wednesday, April 18, 2018</td>
<td>8:30 am - 1:00 pm</td>
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<tr>
<td>Crucial Conversations Day 1</td>
<td>Wednesday, May 2, 2018</td>
<td>8:30 am - 5:00 pm</td>
</tr>
<tr>
<td>Crucial Conversations Day 2</td>
<td>Wednesday, May 23, 2018</td>
<td>8:30 am - 5:00 pm</td>
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<tr>
<td>Civil Treatment for Employees</td>
<td>Wednesday, June 6, 2018</td>
<td>8:30 am - 1:00 pm</td>
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<tr>
<td>Fantastic Service Behaviors</td>
<td>Wednesday, June 20, 2018</td>
<td>8:30 am - 1:00 pm</td>
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<tr>
<td>Presentation Skills</td>
<td>Wednesday, July 11, 2018</td>
<td>8:30 am - 5:00 pm</td>
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<tr>
<td>Capstone Project Presentations Supervisors, Sponsors, Coworkers are invited</td>
<td>Wednesday, August 8, 2018</td>
<td>8:30 am - 5:00 pm</td>
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<tr>
<td>Graduation</td>
<td>September/October 2018</td>
<td>TBD</td>
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</tbody>
</table>