

Program-at-a-Glance

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 in the Learning & Organizational Development classroom located at 1599 Clifton Road, 1st Floor, Room 1.432. Please note that topics are subject to change.

COURSE / EVENT	DATE	TIME
Application Deadline	Friday, November 16, 2018	5:00 pm
Participation Notification via Email	Thursday, December 20, 2018	5:00 pm
Supervisors' Orientation (for supervisors only)	Tuesday, January 22, 2019	10:00 am - 12:00 pm
1. Program Kickoff & Business of Higher Education	Wednesday, January 30, 2019	8:30 am - 1:00 pm
2. Project Management	Wednesday, February 13, 2019	8:30 am - 1:00 pm
3. Increasing Personal Effectiveness Part 1	Wednesday, February 27, 2019	8:30 am - 5:00 pm
4. Increasing Personal Effectiveness Part 2	Wednesday, March 13, 2019	8:30 am - 5:00 pm
5. Communicating with Impact	Wednesday, March 27, 2019	8:30 am - 1:00 pm
6. Professional Presence in a Casual World	Wednesday, April 10, 2019	8:30 am - 1:00 pm
7. Better Business Writing	Wednesday, April 24, 2019	8:30 am - 1:00 pm
8. Crucial Conversations Day 1	Wednesday, May 8, 2019	8:30 am - 5:00 pm
9. Crucial Conversations Day 2	Wednesday, May 22, 2019	8:30 am - 5:00 pm
10. Civil Treatment for Employees	Wednesday, June 5, 2019	8:30 am - 1:00 pm
11. Fantastic Service Behaviors	Wednesday, June 19, 2019	8:30 am - 1:00 pm
12. Presentation Skills	Wednesday, July 10, 2019	8:30 am - 5:00 pm
13. Capstone Project Presentations (Supervisors and Coworkers invited)	Wednesday, August 7, 2019	8:30 am - 5:00 pm
Graduation	September/October 2019	TBD