

Program-at-a-Glance

2024 Administrative Professionals Program

Once selected, attendance will be required. Please review the following dates prior to submitting your application to ensure your availability. Except for graduation, all sessions will take place in the Learning & Organizational Development classroom located at 1599 Clifton Road, 1st Floor, Room 1.432. Please note that the topics are subject to change.

COURSE / EVENT	DATE	TIME
Application Deadline	Monday, November 6, 2023	5:00 pm
Participation Notification via Email	Friday, December 8, 2023	5:00 pm
Supervisor's Orientation (participant's immediate supervisor only) Via Zoom (<i>zoom details will be provided after acceptance</i>)	Tuesday, January 16, 2024	10:00 am - 12:00 pm
1. Program Kickoff & DiSC – Understanding Self & Others	Tuesday, January 23, 2024	9:00 am - 3:00 pm
2. Project Management	Tuesday, February 6, 2024	9:00 am - 1:00 pm
3. Self-Leadership	Tuesday, February 20, 2024	9:00 am - 1:00 pm
4. Communicating with Impact **Virtual	Tuesday, March 19, 2024	9:00 am - 1:00 pm
5. Better Business Writing **Virtual	Tuesday, April 9, 2024	9:00 am - 1:00 pm
6. Crucial Conversations Day 1	Tuesday, April 23, 2024	9:00 am - 5:00 pm
7. Crucial Conversations Day 2	Tuesday, May 7, 2024	9:00 am - 5:00 pm
8. Virtual: Maximizing Administrative Excellence **Virtual & Business of Higher Education	Tuesday, May 21, 2024	9:00 am - 1:00 pm
9. Diversity & Inclusion	Tuesday, June 4, 2024	9:00 am - 5:00 pm
Civil Treatment in the Workplace for Employees	Online Session Must be taken no later than 6/14/24	
10. Fantastic Service Behaviors	Tuesday, June 25, 2024	9:00 am - 1:00 pm
11. Presentation Skills	Tuesday, July 9, 2024	9:00 am - 5:00 pm
12. Capstone Project Presentation	Tuesday, August 6, 2024	9:00 am - 5:00 pm
Graduation	September 2024	TBD