

Program-at-a-Glance

2025 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 and virtual classes, 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 4, 2024	5:00 pm
Participation Notification via Email	Monday, December 16, 2024	5:00 pm
Pre-Work Deadline	Friday, January 10, 2025	5:00 pm
Supervisor's Orientation (participant's immediate supervisor only) Via Zoom (<i>zoom details will be provided after acceptance</i>)	Tuesday, January 14, 2025	10:00 am - 12:00 pm
1. Program Kickoff & DiSC – Understanding Self & Others	Tuesday, January 21, 2025	9:00am - 3:00 pm
2. Project Management/ Capstone Project Overview	Tuesday, February 4, 2025	9:00am - 1:00 pm
3. Communicating with Impact *** - Virtual	Tuesday, February 18, 2025	9:00am - 1:00 pm
4. Self-Leadership	Tuesday, March 4, 2025	9:00am - 5:00 pm
5. Better Business Writing *** - Virtual	Tuesday, March 18, 2025	9:00am - 1:00 pm
6. Crucial Conversations Day 1	Tuesday, April 1, 2025	9:00am - 5:00 pm
7. Crucial Conversations Day 2	Tuesday, April 15, 2025	9:00am - 5:00 pm
8. Maximizing Administrative Excellence *** - Virtual	Tuesday, April 29, 2025	9:00am - 1:00 pm
9. Business of Higher Education *** Virtual	Tuesday, May 13, 2025	9:00am- 1:00pm
10. Diversity & Inclusion	Tuesday, May 27, 2025	9:00am - 5:00 pm
Civil Treatment in the Workplace for Employees	Online Session Must be taken no later than 5/23/25	
11. Fantastic Service Behaviors	Tuesday, June 10, 2025	9:00am - 1:00 pm
12. PowerPoint Tips/Tricks (Optional)	Tuesday, June 24, 2025	10:00am-12:00 pm
13. Presentation Skills	Tuesday, July 8, 2025	9:00am - 5:00 pm
14. Capstone Project Presentation	Tuesday, August 5, 2025	9:00am - 5:00 pm
Graduation	August 2025	TBD