

# Program-at-a-Glance

## 2026 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, 1<sup>st</sup> Floor, Room 1.432. Please note that the topics are subject to change.

COURSE / EVENT	DATE	TIME
Application Deadline	Monday, November 10, 2025	5:00 pm
Participation Notification via Email	Monday, December 15, 2025	5:00 pm
Pre-Work Deadline	Monday, January 12, 2026	5:00 pm
<b>Supervisor's Orientation</b> (participant's immediate supervisor only) <i>Via Zoom (zoom details will be provided after acceptance)</i>	Tuesday, January 13, 2026	10:00 am - 12:00 pm
1. Program Kickoff & DiSC – Understanding Self & Others	Tuesday, January 27, 2026	9:00am - 3:00 pm
2. Project Management/ Capstone Project Overview	Tuesday, February 10, 2026	9:00am - 1:00 pm
3. Communicating with Impact *** - Virtual	Tuesday, February 24, 2026	9:00am - 1:00 pm
4. Self-Leadership	Tuesday, March 17, 2026	9:00am - 5:00 pm
5. Better Business Writing *** - Virtual	Tuesday, March 31, 2026	9:00am - 1:00 pm
6. Crucial Conversations Day 1	Tuesday, April 14, 2026	9:00am - 5:00 pm
7. Crucial Conversations Day 2	Tuesday, April 28, 2026	9:00am - 5:00 pm
8. Maximizing Administrative Excellence *** - Virtual	Tuesday, May 12, 2026	9:00am - 1:00 pm
9. Business of Higher Education *** Virtual	Tuesday, May 26, 2026	9:00am- 1:00pm
10. Workplace Culture & Belonging	Tuesday, June 9, 2026	9:00am - 5:00 pm
Civil Treatment in the Workplace for Employees	Online Session Must be taken no later than 6/27/26	
11. Fantastic Service Behaviors	Tuesday, June 23, 2026	9:00am - 1:00 pm
12. Presentation Skills	Tuesday, July 7, 2026	10:00am-12:00 pm
13. PowerPoint Tips/Tricks (Optional)	Tuesday, July 14, 2026	9:00am - 5:00 pm
14. Capstone Project Presentation	Tuesday, August 11, 2026	9:00am - 5:00 pm
<b>Graduation</b>	<b>2026</b>	<b>TBD</b>

