# Master Schedule  *updated 5/21*

| | 16-May | 22-May | 5-Jun | 12-Jun | 19-Jun | 26-Jun | 10-Jul | 17-Jul | 24-Jul | 31-Jul | 7-Aug | 14-Aug | 21-Aug |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Program Kick-off Assembly** | | | | | | | | | | | | | |
| **Shea Auditorium** | | Mandatory | | | | | | | | | | | |
| **Diversity and Inclusion** | | | | | | | | | | | | | |
| **Large Assembly Choose ONE Mandatory** | | | Shea Aud | Shea Aud | | | | | | | | | |
| **Small Seminars Choose ONE Mandatory** | | | | | UC 211 | UC 211 | UC 211 | UC 211 | UC 211 | UC 211 | UC 211 | PH Rm 236 | |
| **Senior Leadership** | | | | | | | | | | | | | |
| **Cohort #1** | | | | PH 220 | PH 220 | PH 220 | | | | | | | |
| **Cohort #2** | | | | | | | | | UH 113 | UC 168AB | UC 216 | | |
| **New to Leadership** | | | | | | | | | | | | | |
| **Cohort #1** | UH 117 | UH 117 | UH 117 | | | | | | | | | | |
| **Cohort #2** | | | | | | | Lib Aud | PH 236 | BS 20 | | | | |
| **Cohort #3** | | | | | | | | | | Lib Aud | UC MPR | Lib Aud | |
| **Technology** | | | | | | | | | | | | | |
| **Technology in-Person Sessions** | | | | | Atrium Aud | | | UH 113 | | | | | |
| **Technology Labs** | | | | | | IRT | IRT | | IRT | IRT | | | |
| **WP Systems** | | | | | | | | | | | | | |
| **Navigating ePAR - by invitation only** | | | | | | | | | | | | | |
| **WP Applicant Tracking System** | | | | PH 215 | | | PH  236 | | | | | | |
| **Student and Employee Payroll** | | | | | UC 216 | | | | | UC 216 | | | |
| **WP Purchasing Process** | | | | | | | | | Atrium Aud | Lib Aud | | | |
| **Academic Affairs - Food, Travel, and Workload** | | | | | | | | | | UC 171 | | UC 171 | |
| **Personal & Career Development** | | | | | | | | | | | | | |
| **Online learning  - on own** | | X | | X | | X | | X | | X | | | |
| **Facilitated Group Discussions** | | | X | | X | | X | | X | | X | Video 3 Only | |
| **Personal Finance VIDEO ROTATION Video 1-June 5 & July 24, Video 2 - June 19 & Aug 7, Video 3 - July 10 & Aug 14** | | | | | | | | | | | | | |
| **6/5 & 6/19 PH Rms 215, 220, 221, 229, 230, 231, 232** | | | | | | | | | | | | | |
| **7/10, 7/24 & 8/7 UC Rms 168A/B, 171A/B, Multipur Room, Ballroom C, UC 216** | | | | | | | | | | | | | |
| **Focus Areas** | | | | | | | | | | | | | |
| **Legal Issues for Managers** | | | Atrium Aud | | Atrium Aud | | | | | Atrium Aud | | | |
| **Employee Benefits** | | | | Atrium Aud | | Atrium Aud | | | | | Atrium Aud | | |
| **Writing Effectively** | | | | Atrium Aud | | | | UC MPR | | | | | |
| **Workplace Safety** | | | | | Lib Aud | | | | Lib Aud | | | | |
| **Beginner Excel** | | | | | | | | | | | | Atrium 125 | |
| **Program Closing Assembly** | | | | | | | | | | | | | |
| **Shea Auditorium** | | | | | | | | | | | | | Mandatory |
| **Room Glossary** | | | | | | | | | | | | | |

**PH** = Preakness Hall
**UH** = University Hall
**UC** = University Commons
**Lib Aud** = Library Auditorium
**BS** = Ben Shaun
**UC MPR** = UC Multipurpose Rm
**IRT** = Instructional Research/Technology Office/Cheng Library