

Program Dates, Times, Locations and Class Descriptions

1. **Manager Only Orientation**, Wednesday, December 6, 2017, 2-3pm, Franklin Room 5320
 - Managers will learn about the content of the Take Charge program, including the Professional Development and Career Management modules as well as how they can become partners in the success of their administrative staff and support the application of their new advanced skills.
2. **Singing Your Praises: Self Advocacy**, Wednesday, January 10, 2018, 2-4pm, Franklin Lobby One
 - Prepare for success by advocating for yourself with confidence and assertiveness. Learn how to put your best foot forward and be honest about your accomplishments with grace and poise. Promote yourself with confidence without being overbearing!
3. **Peer Mentoring** Tuesday, January 23, 2-3pm, Franklin Lobby One
 - Develop community, debrief your take home assignments, and give each other feedback and insights. Practice some of your newly learned skills.
4. **Managing Up** Thursday, February 8, 2-4pm, Franklin Room 5320
 - Learn how to build a better relationship with your supervisor (whether they are challenging or not) that will help you succeed. Thriving at work can depend on your ability to understand and analyze your boss's management and communication style. If you can learn to "read" your boss, you can develop a custom-tailored approach to positively engage your supervisor to have a more satisfying career.
5. **Peer Mentoring** Wednesday, February 21, 2-3pm, Franklin Lobby One
 - Develop community, debrief your take home assignments, and give each other feedback and insights. Practice some of your newly learned skills.
6. **Career Planning and Networking** Tuesday, March 6, 2:30-4:30pm, Franklin Lobby One
 - Learn about the process of exploring career possibilities, developing a career plan and then implementing a variety of tactics to achieve that plan. Additionally, participants will learn how to build a network to accomplish your career goals as well as learn about the top strategies for not just "networking" but for making connections that count!
7. **Don't Ask, Don't Get- Negotiation Skills** Thursday, March 13, 2-4pm, Franklin Room 5320
 - You will learn how to prepare to negotiate, build your case, present your request, and clinch the deal. You will gain practical skills to achieve negotiated outcomes that will leave both parties feeling satisfied.
8. **Peer Mentoring** Tuesday, March 27, 2-3pm, Franklin Room 5320
 - Develop community, debrief your take home assignments, and give each other feedback and insights. Practice some of your newly learned skills.
9. **Career Management-Resume Writing** Tuesday, April 10, 2-4pm, Franklin Rom 5320
 - How do you describe your roles, highlight your accomplishments and develop a compelling document that helps you put your best foot forward? In this session, you will learn how to identify your transferable skills so that you can craft an effective resume to pursue your career aspirations! You will also learn the major "do's" and "don'ts" of resume building and what hiring managers and recruiters look for in great resumes!
10. **Peer Mentoring** Tuesday, April 24, 2-3pm, Franklin Room 5320
 - Develop community, debrief your take home assignments, and give each other feedback and insights. Practice some of your newly learned skills.
11. **Career Management-Interviewing Skills** Tuesday, May 15, 2-4pm, Franklin Room 5320
 - You will learn some of the top proven strategies for putting your best foot forward in an interview. You'll discover how to make a great impression and collect a phenomenal amount of information to help you decide if that job is the one for you!
12. **Peer Mentoring and Program Celebration** Thursday, May 24, 2-4pm, Franklin Lobby One
 - The final peer mentoring session will also feature a final program celebration where you will have the chance to present your key learnings from the Take Home Program to the class and your managers!