



Management Essentials January 2023 Calendar

All modules are available at 1:00 p.m. United States Eastern Time (ET) (UTC 18:00). **All modules are due at 1:00 p.m. ET (UTC 18:00). All Group Exercises have recommended deadlines of 11:59 p.m. ET (UTC 04:59).** Please check against your local time zone to ensure you complete your coursework before the required deadlines. **Please note: Daylight Savings Time begins in the United States on March 12, 2023. Deadlines will stay at 1:00 p.m. ET but will convert to UTC 17:00.**

Enrolled participants will retain access to the course until **May 14, 2023**. *Note: Each week is separated by an empty row.*

Week	Module / Assignment	Status	Open / Due Date
Week 1	Module 1: A Process Perspective on Management (Pt. 1)	Opens at 10:00 a.m. ET	Wednesday, January 18, 2023
Week 2	Module 1: A Process Perspective on Management (Pt. 1)	Due at 1:00 p.m. ET	Wednesday, January 25, 2023
Week 2	Module 1: A Process Perspective on Management (Pt. 2)	Opens at 1:00 p.m. ET	Wednesday, January 25, 2023
Week 3	Module 1: A Process Perspective on Management (Pt. 2)	Due at 1:00 p.m. ET	Wednesday, February 1, 2023
Week 3	Module 2: Shaping the Decision-Making Process (Pt. 1)	Opens at 1:00 p.m. ET	Wednesday, February 1, 2023
Week 4	Consensus Exercise	Due at 11:59 p.m. ET (Recommended)	Saturday, February 4, 2023
Week 4	Module 2: Shaping the Decision-Making Process (Pt. 1)	Due at 1:00 p.m. ET	Wednesday, February 8, 2023
Week 4	Module 2: Shaping the Decision-Making Process (Pt. 2)	Opens at 1:00 p.m. ET	Wednesday, February 8, 2023
Week 5	DI / DA Exercise	Due at 11:59 p.m. ET (Recommended)	Saturday, February 11, 2023
Week 5	Module 2: Shaping the Decision-Making Process (Pt. 2)	Due at 1:00 p.m. ET	Wednesday, February 15, 2023
Week 5	Module 3: Implementing for the Present & Learning for the Future (Pt. 1)	Opens at 1:00 p.m. ET	Wednesday, February 15, 2023
Week 6	Module 3: Implementing for the Present & Learning for the Future (Pt. 1)	Due at 1:00 p.m. ET	Wednesday, February 22, 2023

Week	Module / Assignment	Status	Open / Due Date
Week 6	Module 3: Implementing for the Present & Learning for the Future (Pt. 2)	Opens at 1:00 p.m. ET	Wednesday, February 22, 2023
Week 7	Module 3: Implementing for the Present & Learning for the Future (Pt. 2)	Due at 1:00 p.m. ET	Wednesday, March 1, 2023
Week 7	Module 4: Managing and Leading Change (Pt. 1)	Opens at 1:00 p.m. ET	Wednesday, March 1, 2023
Week 8	Module 4: Managing and Leading Change (Pt. 1)	Due at 1:00 p.m. ET	Wednesday, March 8, 2023
Week 8	Module 4: Managing and Leading Change (Pt. 2)	Opens at 1:00 p.m. ET	Wednesday, March 8, 2023
Week 9	Red Flags Exercise	Due at 11:59 p.m. ET (Recommended)	Saturday, March 11, 2023
Week 9	Module 4: Managing and Leading Change (Pt. 2)	Due at 1:00 p.m. ET	Wednesday, March 15, 2023

To add this calendar to your personal Google, Outlook, or Apple Calendar, use this downloadable calendar link:

- <https://calendar.google.com/calendar/ical/7d6vkpsv77uqv7vdu85aaosjn4%40group.calendar.google.com/public/basic.ics>

For a step-by-step guide on how to add this calendar to your personal calendar, visit the [calendar download instructions](#).

To access the course calendar without adding it to your personal calendar, visit the [Google Calendar online](#).