



Management Essentials October 2020 Calendar

All modules are available at 1:00 p.m. United States Eastern Time (ET) (UTC 17:00). **All modules are due at 1:00 p.m. ET (UTC 17:00). All Group Exercises have recommended deadlines of 11:59 p.m. ET (UTC 03:59).** Please check against your local time zone to ensure you complete your coursework before the required deadlines. **Please note: Daylight Savings Time ends in the United States on November 1. Required deadlines will stay at 1:00 p.m. ET but will convert to UTC 18:00. Recommended deadlines will stay at 11:59 p.m. ET but will convert to UTC 04:59.**

Enrolled participants will retain access to the course until **February 7, 2021**. *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, October 14, 2020
Week 2	Module 1: A Process Perspective on Management (Pt. 1)	Due at 1:00 p.m. ET	Wednesday, October 21, 2020
Week 2	Module 1: A Process Perspective on Management (Pt. 2)	Opens at 1:00 p.m. ET	Wednesday, October 21, 2020
Week 3	Module 1: A Process Perspective on Management (Pt. 2)	Due at 1:00 p.m. ET	Wednesday, October 28, 2020
Week 3	Module 2: Shaping the Decision-Making Process (Pt. 1)	Opens at 1:00 p.m. ET	Wednesday, October 28, 2020
Week 4	Consensus Exercise	Due at 11:59 p.m. ET (Recommended)	Saturday, October 31, 2020
Week 4	Module 2: Shaping the Decision-Making Process (Pt. 1)	Due at 1:00 p.m. ET	Wednesday, November 4, 2020
Week 4	Module 2: Shaping the Decision-Making Process (Pt. 2)	Opens at 1:00 p.m. ET	Wednesday, November 4, 2020
Week 5	DI / DA Exercise	Due at 11:59 p.m. ET (Recommended)	Saturday, November 7, 2020
Week 5	Module 2: Shaping the Decision-Making Process (Pt. 2)	Due at 1:00 p.m. ET	Wednesday, November 11, 2020
Week 5	Module 3: Implementing for the Present & Learning for the Future (Pt. 1)	Opens at 1:00 p.m. ET	Wednesday, November 11, 2020
Week 6	Module 3: Implementing for the Present & Learning for the Future (Pt. 1)	Due at 1:00 p.m. ET	Wednesday, November 18, 2020
Week 6	Module 3: Implementing for the Present & Learning for the Future (Pt. 2)	Opens at 1:00 p.m. ET	Wednesday, November 18, 2020

Week 7	Module 3: Implementing for the Present & Learning for the Future (Pt. 2)	Due at 1:00 p.m. ET	Wednesday, November 25, 2020
Week 7	Module 4: Managing and Leading Change (Pt. 1)	Opens at 1:00 p.m. ET	Wednesday, November 25, 2020
Week 8	Module 4: Managing and Leading Change (Pt. 1)	Due at 1:00 p.m. ET	Wednesday, December 2, 2020
Week 8	Module 4: Managing and Leading Change (Pt. 2)	Opens at 1:00 p.m. ET	Wednesday, December 2, 2020
Week 9	Red Flags Exercise	Due at 11:59 p.m. ET (Recommended)	Saturday, December 5, 2020
Week 9	Module 4: Managing and Leading Change (Pt. 2)	Due at 1:00 p.m. ET	Wednesday, December 9, 2020

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

<https://calendar.google.com/calendar/ical/qnkvhi1fo05nfh7vj8khes14q4%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](#).