



# Managing at Yale

## Essentials

### SAMPLE

#### Program Outline

Over the course of this six-week program we will be introducing you to the essential resources, information, standards, and expectations that are most critical to ensure a strong and successful start or continuation to your management career at Yale.

Offline time estimates are approximate, based on individual and team study habits.

Week	Topic	Estimated Time Commitment
Week 1	Getting Started <ul style="list-style-type: none"> <li>Acclimate to the virtual learning environment</li> <li>Connect with fellow cohort members</li> </ul>	Offline: 55 mins Live Session: 60 mins Mon – 11:00 – 12:00 PM – Kickoff Session
Week 2	Leading at Yale <ul style="list-style-type: none"> <li>Discover Yale’s leadership expectations</li> <li>Learn about Yale’s commitment to business standards and ethics</li> </ul>	Offline: 150 mins Live Sessions: 120 mins Wed – 10:30 – 11:15 AM – Leadership Expectations Fri– 9:00 – 10:15 AM – Business Ethics
Week 3	Leading with Emotional Intelligence <ul style="list-style-type: none"> <li>Improve your interpersonal skills</li> <li>Find out how to prevent sexual harassment</li> </ul>	Offline: 30 minutes Live Session: 60 mins Fri – 10:00 – 11:00 AM* – <i>Emotional Intelligence</i> *
Week 4	Yale’s Employment Standards <ul style="list-style-type: none"> <li>Understand the ins and outs of employment and labor relations at Yale</li> </ul> <b>** = Due to the nature of this topic, you must attend the 2 live sessions on Wed and Thu during Week 4 to receive credit. These sessions will not be recorded and is a mandated portion of the training.</b>	Offline: 65 mins Live Sessions: 390 mins Tue – 1:00 – 2:00 PM – Employment Standards <b>Wed – 9:00 – 11:00 AM** – Labor Relations Team</b> <b>Thu – 9:00 – 11:00 AM** – Labor Relations Team</b> Fri – 9:00 – 10:30 AM – Labor Relations Q&A (not recorded)

\*= Due to creating a safe space, the Emotional Intelligence Live session will not be recorded.

Week	Topic	Estimated Time Commitment
Week 5	Management Best Practices <ul style="list-style-type: none"> <li>• Gain a broad understanding of how to leverage key areas of HR, from employee relations and staffing to compensation and HR operations</li> </ul>	Offline: 120 mins Live Sessions: 210 mins Wed – 9:00 – 10:30 AM – HR Panel Thu– 2:00 – 3:00 PM – HR Operations Fri – 9:00 – 10:00 AM – Performance Management
Week 6	Reflection Week and Final Activities	Offline: 150 mins Live: 0 mins