## 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.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Estimated Time Commitment</th>
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</table>
| **Week 1** | **Getting Started**  
  - Acclimate to the virtual learning environment  
  - Connect with fellow cohort members | Offline: 55 mins  
Live Session: 60 mins  
Mon – 11:00 – 12:00 PM –  
Kickoff Session |
| **Week 2** | **Leading at Yale**  
  - Discover Yale’s leadership expectations  
  - Learn about Yale’s commitment to business standards and ethics | 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**  
  - Improve your interpersonal skills  
  - Find out how to prevent sexual harassment | Offline: 30 minutes  
Live Session: 60 mins  
Fri – 10:00 – 11:00 AM* –  
*Emotional Intelligence* |
| **Week 4** | **Yale’s Employment Standards**  
  - Understand the ins and outs of employment and labor relations at Yale  
  **= 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.** | Offline: 65 mins  
Live Sessions: 390 mins  
Tue – 1:00 – 2:00 PM –  
Employment Standards  
Wed – 9:00 – 11:00 AM** –  
Labor Relations Team  
Thu – 9:00 – 11:00 AM** –  
Labor Relations Team  
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.
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<tr>
<th>Week</th>
<th>Topic</th>
<th>Estimated Time Commitment</th>
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<tr>
<td>Week 5</td>
<td>Management Best Practices</td>
<td>Offline: 120 mins</td>
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<td>• Gain a broad understanding of how to leverage key areas of HR, from employee relations and staffing to compensation and HR operations</td>
<td>Live Sessions: 210 mins</td>
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<td>Wed – 9:00 – 10:30 AM – HR Panel</td>
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<td>Thu – 2:00 – 3:00 PM – HR Operations</td>
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<td>Fri – 9:00 – 10:00 AM – Performance Management</td>
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<td>Week 6</td>
<td>Reflection Week and Final Activities</td>
<td>Offline: 150 mins</td>
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<td>Live: 0 mins</td>
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