

# ICAA's Leadership in Wellness Management certificate course

## Timeline/Deadlines

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### 20 weeks: Monday, July 8th–Sunday, November 24th, 2019

20 weeks; all must be submitted by MIDNIGHT (according to your time zone) of the Sunday, every 14 days. Due dates are listed below.

#### Introduction; Module 1: Monday, July 8th–Sunday, July 21st

Complete reading and activities for: **Introduction** and **Module one**: Strengthening the wellness culture  
Due: Introduction Post; Getting to know you survey; Edit profile  
Due: Module one: Quiz; Assignment: Discussion Forum post and 2 contributions to discussion threads.

#### Module 2: Monday, July 22nd–Sunday, August 4th

Complete reading and activities for: **Module two**: Communicating effectively  
Due: Module two: Quiz; Assignment: **Group Work**: Conflict management case study

#### Module 3: Monday, August 5th–Sunday, August 18th

Complete reading and activities for: **Module three**: Leading and managing  
Module three: Quiz; Assignment: Job description for wellness manager

#### Module 4: Monday, August 19th–Sunday, September 1st

Complete reading and activities for **Module four**: Collecting data  
Due: Module four: Quiz; Assignment: Develop a plan to conduct a needs assessment

#### Module 5: Monday, September 2nd–Sunday, September 15th

Complete reading and activities for: **Module five**: Building the business case  
Due: Module five: Quiz; Assignment: Business case: part one; Discussion posts

#### Module 6: Monday, September 16th–Sunday, September 29th

Complete reading and activities for: **Module six**: Creating and managing high performing teams  
Due: Module six: Quiz; Assignment one: Team members and team operational guidelines

#### Module 7: Monday, September 30th–Sunday, October 13th

Complete reading and activities for: **Module seven**: Evaluating performance  
Due: Module seven: Quiz; Assignment: Develop an evaluation framework

#### Module 8: Monday, October 14th–Sunday, October 27th

Complete reading and activities for: **Module eight**: Enhancing marketing and advocacy skills  
Due: Module eight: Quiz; Assignment: Marketing plan

#### Module 9: Monday, October 28th–Sunday, November 10th

Complete reading and activities for: **Module nine**: Catalyzing change  
Due: Module nine: Quiz; No assignment due, work on Business case and e-Portfolio

#### Module 10: Monday, November 11th–Sunday, November 24th

Complete reading and activities for: **Module ten**: Technology overview  
Due: Module ten: Quiz; Assignment: Final Business case, e-Portfolio, course evaluation



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Active Aging®**

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