

# ICAA's Leadership in Wellness Management certificate course

## Timeline/Deadlines

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### 20 weeks: Monday, November 4th–Sunday, March 22nd, 2020

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, November 4th–Sunday, November 17th

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, November 18th–Sunday, December 1st

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

### Module 3: Monday, December 2nd–Sunday, December 15th

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

### Module 4: Monday, December 16th–Sunday, December 29th

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, December 30th–Sunday, January 12th, 2020

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, January 13th–Sunday, January 26th

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, January 27th–Sunday, February 9th

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

### Module 8: Monday, February 10th–Sunday, February 23rd

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

### Module 9: Monday, February 24th–Sunday, March 8th

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, March 9th–Sunday, March 22nd

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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