# Curriculum Calendar

| Month | Date | Time | Course Items | Assignment | Complete✓ |
|-------|------|------|--------------|------------|-----------|
| | Feb 22 | 8:00am or 4:00pm EST | Orientation webinar | | |
| | **Feb 24** | **12:00 EST** | **Introductory Email (HBA) with Survey Monkey link** **CCC sends exam access email** | | |
| | Feb 25-Mar 1 | | Complete Confidence / Effectiveness Self-assessment survey | Via Survey Monkey link | |
| | | | Complete Knowledge exam | On CCC website | |
| | | | *THE DIGITAL LANDSCAPE* | | |
| | Mar 3 | 12:00pm EST | Webinar #1, link in email | | |
| | Mar 4 – 8 | 2 minutes | Listen to podcast | | |
| | | | Review Instruction Guide | | |
| | | 30-min time slot | Listen to webinar #1: Technology Maturity Continuum | Document questions for faculty | |
| | Mar 7 | By noon | | Send content and/or example questions to faculty | |
| | Mar 8 | LIVE Teleconference 1:00-2:00 EST | | Document additional ideas to share, apply | |
| | Mar 10 | 12:00pm EST | Webinar #2, link in email | | |
| | Mar 11-15 | 30-min time slot | Listen to webinar #2: Digital Ecosystem | Document questions for faculty | |
| | Mar 14 | By noon | | Send content and/or example questions to faculty | |
| | Mar 15 | LIVE Teleconference 1:00-2:00 EST | | Document additional ideas to share, apply | |
| | Mar 17 | Comprehension Questions | Comprehension questions in email | | |
| | Mar 18-22 | | Complete your own individual responses to the questions | | |
| | Mar 22 | Live Teleconference 11:30am – 12:30pm EST | Open discussion of comprehension questions | | |

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| | | | ***BUSINESS ACUMEN*** | | |
| | Mar 24 | 12:00pm EST | Webinar #3, link in email | | |
| | Mar 25-29 | 5 minutes | Listen to podcast | | |
| | | 30-min time slot | Listen to webinar #3: Regulatory Compliance and Legal Considerations for Digital | Document questions for faculty | |
| | | **90-min time slot** | Regulatory Compliance Fundamentals coursework on CCC website | Document questions for faculty | |
| | Mar 28 | By noon | | Send content and/or example questions to faculty | |
| | Mar 29 | LIVE Teleconference **1:00-2:30 EST** | | Document additional ideas to share, apply | |
| | Mar 31 | 12:00pm EST | Webinar #4, link in email | | |
| | Apr 1-5 | 30-min time slot | Listen to webinar #4: Rallying Teams Around Superordinate Goal | Document questions for faculty | |
| | Apr 4 | By noon | | Send content and/or example questions to faculty | |
| | Apr 5 | LIVE Teleconference 1:00-2:00 EST | | Document additional ideas to share, apply | |
| | Apr 7 | 12:00pm EST | Webinar #5, link in email | | |
| | Apr 8-12 | 30-min time slot | Listen to webinar #5: Making the Business Case | Document questions for faculty | |
| | Apr 11 | By noon | | Send content and/or example questions to faculty | |
| | Apr 12 | LIVE Teleconference 1:00-2:00 EST | | Document additional ideas to share, apply | |
| | Apr 14 | Comprehension Questions | Comprehension questions in email | | |
| **Apr** | Apr 14-26 | | Complete your own individual responses to the questions | **This period covers Easter on Apr 21** | |
| | Apr 26 | Live Teleconference | Open discussion of assessment questions | | |

For more information, please contact either co-chair:
Ilyssa Levins | ilevins@communicationcompliance.com
Liz Coyle | lcoyle@hbanet.org

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and the Center for Communication Compliance (CCC)

**Business Partnering for Digital Innovation**

Center for Communication Compliance.    HBA Healthcare Businesswomen's Association

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|-------|------|------|--------------|------------|-----------|
| | | | ***COGNITIVE BEHAVIOR/COMMUNICATION*** | | |
| | Apr 28 | 12:00pm EST | Webinar #6, link in email | | |
| | Apr 29-May 3 | 2 minutes | Listen to podcast | | |
| | | 30-min time slot | Listen to webinar #6:  Behavior and Its Influence on Communication | Document questions for faculty | |
| | May 2 | By noon | | Send content and/or example questions to faculty | |
| | May 3 | LIVE Teleconference 1:00-2:00 EST | | Document additional ideas to share, apply | |
| | May 5 | Mindset & Collaboration Survey | Instructions for Survey in email | | |
| | May 6-10 | Survey | Mindset & Collaboration Survey | Via Survey Monkey link | |
| | May 12 | 12:00pm EST | Webinar #7, link in email | | |
| | May 13-17 | 30-min time slot | Listen to webinar #7: Active Listening and Brain Chemistry | Document questions for faculty | |
| | May 16 | By noon | | Send content and/or example questions to faculty | |
| | May 17 | LIVE Teleconference 1:00-2:00 EST | | Document additional ideas to share, apply | |
| | May 19 | 12:00pm EST | All Webinar links, instructions for taking exam on CCC site | | |
| | May 20-24 | Minimum one-hour time slot | Complete Knowledge exam | Refer to Webinars as needed | |
| | **May 28** | **12:00pm EST** | **Instructions for Survey in email** | | |
| | May 28-31 | **May 27 is Memorial Day** | Complete Confidence / Effectiveness Self-Assessment survey | Via Survey Monkey link | |
| | | | Receive Certificate and signature logo | | |
| | May 31 | | ***CERTIFICATE PROGRAM FINISHED*** | | |
| **Sept** | Sept 1 – 15 | | Professional Impact Assessment Survey | Via Survey Monkey link | |

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