

Career Tracks Upcoming Dates

Date	Time	Location	Activity
1/9 –1/13		Via email	Project Team releases final mapping report.
1/12	1:30 – 2:30 2:30 – 3:30 4:00 – 5:00	Porter Hitchcock Lounge	Managers and Supervisors may participate in a <u>Brown Bag session</u> to help prepare them for discussing with their employees' new Career Tracks placement. Sessions will address how to handle change and model typical conversations with employees.
1/17		Via email	Notification letters and tools sent to Mapping Partners. Mapping Partners distribute notification letters to Managers and Supervisors for distribution to employees. Managers distribute employee notification letters to staff in individual discussions.
1/17	11:00 – 12:00 3:30 – 4:30	ReadyTalk (866) 740-1260, access code: 4594016, URL: http://uc.readytalk.com/	Employees participate in Town Hall (ReadyTalk and/or In-Person) to learn about what to expect and when, next steps and resources. Note: For ReadyTalk sessions, participants need to dial into the conference call number to hear the audio portion of the presentation.
1/18	1:30 – 2:30 2:30 – 3:30 4:00 – 5:00	College Nine, Namaste Lounge	
1/19 – 1/26	TBD	TBD	Individual employee Forums with HR/Career Tracks project team to discuss Career Tracks placement and learn more about next steps. Note: Sign up instructions and specifics to be announced shortly.
2/1 – 3/31			Reconsideration Period (additional information available in January)