

**SBP 301 Course Schedule At-A-Glance**

Time	Day 1	Time	Day 2	Time	Day 3	Time	Day 4	
AM	Lesson 1 Welcome and Blackboard Administrative Time	AM	2.3 (cont'd.)	AM	Activity 3.1, Part B: Understanding Your Organizational Chain	AM	Activity 4.1: Resourcing Your Office	
	1.1: A Day in the Life of a Small Business Senior Leader: Introduction						<b>Break</b>	
	Activity 1.1: A Day in the Life of a Small Business Senior Leader						Activity 4.1 (cont'd.)	
	Activity 1.1: Debrief and Reflection							
	<b>Break</b>						4.2: Managing Your Office: Introduction	
	Course Introduction: Leadership Video and Student Introductions							
	<b>Break</b>						<b>Break</b>	
	Course Overview and DAU Classroom Brief						2.4: Creating a Vision, Activity 2.4: Creating a Vision Statement	
	Lesson 2 Lesson 2 Introduction: What's Different About Your Role as a Small Business Senior Leader?						<b>Break</b>	
	2.1: What's Different in Senior Leadership Positions? Activity 2.1: Brainstorming						2.4 (cont'd.) and Lesson 2 Summary	
<b>Break</b>	Activity 3.3: Conclusion and Debrief							
<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>					
PM	2.1 (cont'd.)	PM	Lesson 3 Lesson 3 Introduction: Understand Your Organization and the Small Business Program	PM	3.4: Crafting and Presenting Your Mission Brief, Activity 3.4: Crafting and Presenting Your Mission Brief	PM	Activity 4.3: Monitoring Progress	
	<b>Break</b>		3.1: Understanding Your Functional Area and Organizational Chain		<b>Break</b>			
	2.2: The Big Picture: How You Fit into Your Organization, Activity 2.2: Organizational Chart Review		<b>Break</b>		Activity 3.4: Conclusion and Debrief Lesson 3 Summary		Lesson 4 Lesson 4 Introduction: Managing and Running Your Small Business Office	<b>Break</b>
	<b>Break</b>		Activity 3.1, Part A: Understanding Your Functional Area		Lesson 4 Introduction: Managing and Running Your Small Business Office			
	2.3: Leadership Toolkit Presentations, Activity 2.3: Toolkit Presentations		Activity 3.1, Part A: Understanding Your Functional Area		Lesson 4 Introduction: Managing and Running Your Small Business Office		Lesson 4 Introduction: Managing and Running Your Small Business Office	Activity 4.3 (cont'd.)
					4.1: Resourcing Your Office: Introduction			4.4: Managing Professional Relationships: Introduction

