



Foundations of Leadership is open to managers and supervisors who are strong performers, who supervise at least one permanent staff member, have been in their current role for a minimum of one year and have participated in Universal Manager Training. The fee for this program is \$700. Each session starts at 9:00 a.m. and is a full day.

<u>Session/Instructor</u>	<u>Topics Addressed</u>	<u>Competencies Addressed</u>
Session 1: Who You are as a Leader-Manager <i>Kristen Scott, Harvard University Center for Workplace Development</i>	<ul style="list-style-type: none"> ▪ The leader-manager dichotomy ▪ Leadership Styles ▪ Leadership definitions/competencies ▪ Your Leadership Vision ▪ Leading with Emotional Intelligence 	Overview all Competencies Building Rapport and Relationships Motivating and Inspiring Others Accountability
Session 2: Communicating Effectively <i>Mary Shapiro, Simmons School of Management</i>	<ul style="list-style-type: none"> ▪ Multicultural communication ▪ Delegating ▪ Following up 	Communication Developing Others Teamwork and Collaboration
Session 3: Mediation and Problem Solving <i>Gillien Todd, Harvard Program on Negotiation, Harvard Law School</i>	<ul style="list-style-type: none"> ▪ Interest based negotiations ▪ Joint problem solving ▪ Interactive Listening ▪ Understanding partial perceptions ▪ Dealing productively with blame 	Adaptability/Flexibility Organizational Awareness Planning and Organizing
Session 4: Valuing Diversity <i>Stacy Blake-Beard, Simmons School of Management</i>	<ul style="list-style-type: none"> ▪ Dimensions of diversity ▪ Managing across difference 	Managing Across Differences
Session 5: Topic Integration and Program Closing <i>Kristen Scott, Harvard University Center for Workplace Development</i>	<ul style="list-style-type: none"> ▪ Mining the learnings ▪ Planning for your future as a leader ▪ Leadership Vision statements ▪ Program closing 	Review of all Competencies

Foundations of Leadership is a nomination-based program. Schools/units have a formal process that they follow for nominating staff to participate in this program. For questions regarding your local nomination process and for registration information, please speak with your manager and local Human Resource office.

Please review registration deadlines and program dates on page two.

Foundations of Leadership Program Schedule FY18

Fall	Spring
Registration deadline August 31	Registration deadline January 23
Notification will be given on September 14	Notification will be given on February 6
SESSION DATES	
Thursday, October 12	Tuesday, March 6
Wednesday, October 18	Wednesday, March 14
Thursday, October 26	Tuesday, March 20
Thursday, November 2	Tuesday, March 27
Thursday, November 9	Tuesday, April 3

Additional Information:

- *Foundations of Leadership* is a five day program. Sessions build upon one another and applicants must be able to attend all five days, in full to be accepted into the program. Sessions are held at the Center for Workplace Development starting at 9:00 a.m.
- This program assumes participants have a foundational knowledge of effective management skills and seek to build upon those skills as well as start to develop their leadership skills.

Contact the Center for Workplace Development with any questions at CWD_HLDP@harvard.edu.