

Leadership Essentials Program Outline FY18

Leadership Essentials is designed for high-performing administrative support staff. The fee for this program is \$300. Each session begins at 9:00 a.m. and is a full day.

<u>Session/Instructor</u>	<u>Topics Addressed</u>	<u>Competencies Addressed</u>
<p>Session 1: Understanding Work Styles and Strategies</p> <p><i>Christina Finegold, Harvard University Center for Workplace Development</i></p>	<ul style="list-style-type: none"> ▪ Increase self-awareness and confirm self-perception ▪ Appreciate and capitalize on strengths of self and others ▪ Strategies for working and communicating with other styles (or preferences) ▪ Think and act by choice rather than by reflex 	<p>Adaptability/Flexibility Service Orientation Valuing Diversity</p>
<p>Session 2: Emotional Intelligence and Managing Up</p> <p><i>Kristen Scott, Harvard University Center for Workplace Development</i></p>	<ul style="list-style-type: none"> ▪ Understanding the critical nature of emotional intelligence (EIQ) ▪ Building collaborative relationships ▪ Learning to influence ▪ Managing upward 	<p>Influencing Others Developing Solutions Organizational Awareness</p>
<p>Session 3: Managing Your Career</p> <p><i>Laurie Stickels, Harvard University Center for Workplace Development</i></p>	<ul style="list-style-type: none"> ▪ Individual commitment to career development ▪ Knowing your strengths ▪ Building your professional network ▪ Understanding Harvard career resources 	<p>Continuous Learning Taking Initiative</p>

Leadership Essentials is a nomination-based program. Schools/units have a formal process that they follow for nominating staff to participate in this program. Interested employees should speak with their manager and local Human Resource office which will provide application information.

Please review application deadlines and program dates on page two.

Leadership Essentials Program Schedule FY18

Fall	Spring
Registration deadline September 5	Registration deadline April 4
Notification given on September 19	Notification given on April 18
SESSION DATES	
Tuesday, October 17	Wednesday, May 16
Tuesday, October 24	Wednesday, May 23
Tuesday, October 31	Wednesday, May 30

Leadership Essentials is a three day program. Applicants must be able to attend all three days, in full. Sessions are held at the Center for Workplace Development starting at 9:00 a.m.

The *Leadership Essentials* applicant profile includes high performing administrative staff that demonstrate maximum engagement with their role, contribution and satisfaction and have discussed with their manager an overall development plan of which this is a part.

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