Leadership Essentials Program Outline FY17

Leadership Essentials is designed for high-performing administrative support staff. The fee for this program is $300. Session hours are 9:00 – 4:00 p.m.

<table>
<thead>
<tr>
<th>Session/Instructor</th>
<th>Topics Addressed</th>
<th>Competencies Addressed</th>
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| **Session 1: Understanding Work Styles and Strategies**
Christina Finegold, Harvard University Center for Workplace Development |  
- 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 |  
Adaptability/Flexibility
Service Orientation
Valuing Diversity |
| **Session 2: Emotional Intelligence and Managing Up**
Kristen Scott, Harvard University Center for Workplace Development |  
- Understanding the critical nature of emotional intelligence (EIQ)
- Building collaborative relationships
- Learning to influence
- Managing upward |  
Influencing Others
Developing Solutions
Organizational Awareness |
| **Session 3: Managing Your Career**
Laurie Stickels, Harvard University Center for Workplace Development |  
- Individual commitment to career development
- Knowing your strengths
- Building your professional network
- Understanding Harvard career resources |  
Continuous Learning
Taking Initiative |

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 the application.

Please review application deadlines and program dates on page two.
Leadership Essentials Program Schedule FY17

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>Applications due by October 19</td>
<td>Applications due by March 21</td>
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<tr>
<td>Notification given on November 2</td>
<td>Notification given on April 4</td>
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**SESSION DATES**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
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<tr>
<td>Wednesday, November 30</td>
<td>Tuesday, May 2</td>
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<tr>
<td>Wednesday, December 7</td>
<td>Tuesday, May 9</td>
</tr>
<tr>
<td>Wednesday, December 14</td>
<td>Tuesday, May 16</td>
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*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 9:00 a.m. – 4:00 p.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**.