

Leadership Strategies for the Individual Contributor FY18 Program Outline

Leadership Strategies is designed for high-performing **exempt** individual contributors (grades 56-59). This is a four day program. Applicants must be able to attend all four days, in full. Sessions are held at the Center for Workplace Development starting at 9:00 a.m. for a full day. The fee for this program is \$500.

An Individual Contributor is defined as an exempt employee and someone who does not directly manage or supervise staff.

<u>Session/Instructor</u>	<u>Topics Addressed</u>	<u>Competencies Addressed</u>
<p>Session 1: The Individual Contributor Leader How do you effectively use your personal strengths to lead? <i>Kristen Scott, Harvard University Center for Workplace Development</i></p>	<ul style="list-style-type: none"> ▪ Program overview, goals and competencies ▪ What is leadership? ▪ Knowing your strengths ▪ Setting individual development goals 	<p>Introduction to competencies</p>
<p>Session 2: Relationship Management What are the skills you need to collaborate effectively? <i>Sarah Staley, Harvard University Center for Workplace Development</i></p>	<ul style="list-style-type: none"> ▪ Your personal communication style ▪ Strategies for communicating with other styles ▪ Exercising influence 	<p>Building Partnerships Adaptability/Flexibility Valuing Diversity</p>
<p>Session 3: Managing Conflicting Needs How do you work through challenges to progress? <i>Gillien Todd, Harvard Program on Negotiation Harvard Law School</i></p>	<ul style="list-style-type: none"> ▪ Negotiation techniques ▪ Strategies for managing conflict 	<p>Influencing Negotiation Organizational Awareness</p>
<p>Session 4: Optimizing Team Contributions How do you manage relationships and projects simultaneously? <i>Kristen Scott, Harvard University Center for Workplace Development</i></p>	<ul style="list-style-type: none"> ▪ Creating a high-performing team ▪ Developing a shared vision ▪ Keeping the team focused on results 	<p>Initiative Team Leadership Developing Solutions Planning and Implementation</p>

Leadership Strategies 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 Strategies for the Individual Contributor FY18 Program Schedule

Winter Cohort	Spring Cohort
Applications due by November 22	Applications due by April 19
Notification given on December 6	Notification given on May 3
SESSION DATES	
Wednesday, January 3	Thursday, May 31
Wednesday, January 10	Thursday, June 7
Wednesday, January 17	Thursday, June 14
Wednesday, January 24	Thursday, June 21

Leadership Strategies is designed for exempt individual contributors that exemplify teamwork, embrace change, lead projects with multiple stakeholders, and use independent judgement and decision-making to accomplish goals. Participants should demonstrate maximum engagement with their role.

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