

Foundations of Leadership Program Outline FY22

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. This is a five-day program; potential participants must be able to attend all five days in full. Each session is 9am-3pm. The fee for the fall (all virtual) cohort is \$450. The cost for the spring cohort will be determined based on delivery format (in person, virtual or hybrid) and will not exceed \$700.

<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 selection-based program. Schools/units have a formal process that they follow for selecting staff to participate in this program. For questions regarding your local selection 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 FY22

Fall	Spring
Registration deadline August 18	Registration deadline March 29
Pre-work will be sent September 1	Pre-work will be sent April 12
SESSION DATES	
Wednesday, September 15	Tuesday, April 26
Wednesday, September 22	Tuesday, May 3
Wednesday, September 29	Tuesday, May 10
Wednesday, October 6	Tuesday, May 17
Wednesday, October 13	Tuesday, May 24

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