



Foundations of Leadership Program Outline FY20

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>Fall: Kristen Scott and Christina Finegold, Harvard University Center for Workplace Development</i> <i>Spring: 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 FY20

Fall	Spring
Registration deadline August 8	Registration deadline February 7
Pre-work will be sent on August 19	Pre-work will be sent on February 14
SESSION DATES	
Thursday, Sept. 19	Tuesday, March 17
Thursday, Sept. 26	Wednesday, March 25
Thursday, October 3	Tuesday, March 31
Thursday, October 10	Tuesday, April 7
Thursday, October 17	Tuesday, April 14

Additional Information:

- *Foundations of Leadership* is a five-day program. Sessions build upon one another and potential participants 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.

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