

Foundations of Leadership Program Outline FY23

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. Participants are strongly encouraged to attend Day 1 in-person, and the subsequent sessions will be virtual instructor-led via Zoom. The fee for Foundations of Leadership is \$550.

<u>Session/Instructor</u>	<u>Topics Addressed</u>	<u>Competencies Addressed</u>
Session 1: Who You are as a Leader-Manager <i>Christina Finegold, 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: Managing Difficult Conversations <i>Gillien Todd and Samuel Straus, Harvard Law School</i>	<ul style="list-style-type: none"> ▪ Conversation framework ▪ Interactive listening ▪ Understanding interests and perceptions 	Adaptability/Flexibility Organizational Awareness Planning and Organizing
Session 4: Valuing Diversity and Managing Across Differences <i>Stacy Blake-Beard, Dartmouth College</i>	<ul style="list-style-type: none"> ▪ Dimensions of diversity ▪ Managing across difference 	Managing Across Differences
Session 5: Topic Integration and Program Closing <i>Christina Finegold, Harvard University Center for Workplace Development</i>	<ul style="list-style-type: none"> ▪ Learnings review ▪ 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 FY23

Fall	Spring
Registration deadline September 1	Registration deadline March 28
Pre-work will be sent September 15	Pre-work will be sent April 11
SESSION DATES	
Thursday, September 29 (9am-3pm)	Tuesday, April 25 (9am-3pm)
Thursday, October 6 (9am-3pm)	Tuesday, May 2 (9am-3pm)
Thursday, October 13 (9am-3pm)	Tuesday, May 9 (9am-3pm)
Thursday, October 20 (9am-3pm)	Tuesday, May 16 (9am-3pm)
Thursday, October 27 (9am-12pm)	Tuesday, May 23 (9am-12pm)

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