

Leadership Essentials Program Outline FY22

Leadership Essentials is designed for high-performing non-exempt staff. This is a three-day program and potential participants must be able to attend all three days in full. Sessions run from 9am-3pm. The fee for this program is \$100 for the fall (all virtual) cohort. The cost of the spring cohort is to be determined based on delivery format (in person, virtual or hybrid) and will not exceed \$300.

<u>Session/Instructor</u>	<u>Topics Addressed</u>	<u>Competencies Addressed</u>
<p>Session 1: Your Role as a Leader <i>Valy Bayer, Harvard University Center for Workplace Development</i></p>	<ul style="list-style-type: none"> ▪ Increase self-awareness and self-perception ▪ Appreciate and capitalize on strengths of self and others ▪ Think and act by choice rather than by reflex ▪ Invite others to lead 	<p>Adaptability/Flexibility Service Orientation Valuing Diversity</p>
<p>Session 2: Building Collaborative Relationships <i>Valy Bayer, Harvard University Center for Workplace Development</i></p>	<ul style="list-style-type: none"> ▪ Integrate emotional intelligence into work and relationships ▪ Increase ability to influence ▪ Establish role as collaborator 	<p>Influencing Others Developing Solutions Organizational Awareness</p>
<p>Session 3: Managing Your Career <i>Laurie Stickels, Harvard University Center for Workplace Development</i></p>	<ul style="list-style-type: none"> ▪ Individual commitment to career development ▪ Know your strengths ▪ Build your professional network ▪ Understand Harvard career resources 	<p>Continuous Learning Taking Initiative</p>

Leadership Essentials is a selection-based program. Schools/units have a formal process they follow for selecting staff to participate in this program. Interested employees should speak with their manager and local Human Resource office for selection information.

Please review registration deadlines and program dates on page two.

Leadership Essentials Program Schedule FY22

Fall	Spring
Registration deadline October 6	Registration deadline February 9
Pre-work sent on October 20	Pre-work sent on February 23
SESSION DATES	
Wednesday, November 3	Wednesday, March 9
Wednesday, November 10	Wednesday, March 16
Wednesday, November 17	Wednesday, March 23

The *Leadership Essentials* applicant profile includes high-performing non-exempt 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.