

Leadership Essentials Program Outline FY20

Leadership Essentials is designed for high-performing support staff. The fee for this program is \$300. This is a three day program and potential participants must be able to attend all three days in full. Sessions are held at the Center for Workplace Development. Each session begins at 9:00 a.m. and is a full day.

<u>Session/Instructor</u>	<u>Topics Addressed</u>	<u>Competencies Addressed</u>
<p>Session 1: Understanding Work Styles and Strategies</p> <p><i>Valy Bayer, Harvard University Center for Workplace Development</i></p>	<ul style="list-style-type: none"> ▪ Increase self-awareness and confirm self-perception ▪ Appreciate and capitalize on strengths of self and others ▪ Strategies for working and communicating with other styles (or preferences) ▪ Think and act by choice rather than by reflex 	<p>Adaptability/Flexibility Service Orientation Valuing Diversity</p>
<p>Session 2: Emotional Intelligence and Managing Up</p> <p><i>Valy Bayer, Harvard University Center for Workplace Development</i></p>	<ul style="list-style-type: none"> ▪ Understanding the critical nature of emotional intelligence (EIQ) ▪ Building collaborative relationships ▪ Learning to influence ▪ Managing upward 	<p>Influencing Others Developing Solutions Organizational Awareness</p>
<p>Session 3: Managing Your Career</p> <p><i>Laurie Stickels, Harvard University Center for Workplace Development</i></p>	<ul style="list-style-type: none"> ▪ Individual commitment to career development ▪ Knowing your strengths ▪ Building your professional network ▪ Understanding Harvard career resources 	<p>Continuous Learning Taking Initiative</p>

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

Please review application deadlines and program dates on page two.

Leadership Essentials Program Schedule FY20

Fall	Spring
Registration deadline September 19	Registration deadline April 2
Pre-work sent on September 27	Pre-work sent on April 7
SESSION DATES	
Tuesday, October 29	Thursday, May 7
Tuesday, November 5	Thursday, May 14
Tuesday, November 12	Thursday, May 21

The *Leadership Essentials* applicant profile includes high-performing support 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.