Leadership Essentials Program Outline FY18

Leadership Essentials is designed for high-performing administrative support staff. The fee for this program is $300. Each session begins at 9:00 a.m. and is a full day.

<table>
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<tr>
<th>Session/Instructor</th>
<th>Topics Addressed</th>
<th>Competencies Addressed</th>
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| **Session 1: Understanding Work Styles and Strategies** | ▪ 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 | Adaptable/Flexibility  
Service Orientation  
Valuing Diversity |
| Christina Finegold, Harvard University Center for Workplace Development | | |
| **Session 2: Emotional Intelligence and Managing Up** | ▪ Understanding the critical nature of emotional intelligence (EIQ)  
▪ Building collaborative relationships  
▪ Learning to influence  
▪ Managing upward | Influencing Others  
Developing Solutions  
Organizational Awareness |
| Kristen Scott, Harvard University Center for Workplace Development | | |
| **Session 3: Managing Your Career** | ▪ Individual commitment to career development  
▪ Knowing your strengths  
▪ Building your professional network  
▪ Understanding Harvard career resources | Continuous Learning  
Taking Initiative |
| Laurie Stickels, Harvard University Center for Workplace Development | | |

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

Please review application deadlines and program dates on page two.
Leadership Essentials is a three day program. Applicants must be able to attend all three days, in full. Sessions are held at the Center for Workplace Development starting at 9:00 a.m.

The Leadership Essentials applicant profile includes high performing administrative 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.