

## Leadership Essentials Program Outline FY23

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 in a hybrid format (in-person with a virtual option). The fee for this program is \$200.

| <u>Session/Instructor</u>  | <u>Topics Addressed</u>  | <u>Competencies Addressed</u>   |
|--|--|---|
| <p><b>Session 1: Your Role as a Leader</b><br/><i>Justin Crim, Harvard University</i><br/><i>Center for Workplace Development</i></p>                | <ul style="list-style-type: none"> <li>▪ Increase self-awareness and self-perception</li> <li>▪ Appreciate and capitalize on strengths of self and others</li> <li>▪ Think and act by choice rather than by reflex</li> <li>▪ Invite others to lead</li> </ul> | <p>Adaptability/Flexibility<br/>Service Orientation<br/>Valuing Diversity</p>   |
| <p><b>Session 2: Building Collaborative Relationships</b><br/><i>Justin Crim, Harvard University</i><br/><i>Center for Workplace Development</i></p> | <ul style="list-style-type: none"> <li>▪ Integrate emotional intelligence into work and relationships</li> <li>▪ Increase ability to influence</li> <li>▪ Establish role as collaborator</li> </ul>  | <p>Influencing Others<br/>Developing Solutions<br/>Organizational Awareness</p> |
| <p><b>Session 3: Taking Initiative</b><br/><i>Justin Crim, Harvard University</i><br/><i>Center for Workplace Development</i></p>                    | <ul style="list-style-type: none"> <li>▪ Know your strengths</li> <li>▪ Planning for lifelong learning</li> <li>▪ Leveraging your professional network</li> </ul>  | <p>Continuous Learning<br/>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 FY23

| <b>Fall</b>                        | <b>Spring</b>                       |
|------------------------------------|-------------------------------------|
| Registration deadline<br>October 4 | Registration deadline<br>February 8 |
| Pre-work sent on<br>October 18     | Pre-work sent on<br>February 22     |
| <b>SESSION DATES</b>               |                                     |
| Tuesday, November 1                | Wednesday, March 8                  |
| Tuesday, November 8                | Wednesday, March 15                 |
| Tuesday, November 15               | Wednesday, March 22                 |

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](mailto:CWD_HLDP@harvard.edu).