

Leadership Essentials Program Outline FY24

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 and sessions run from 9am-3pm. *Please note the fall offering is on-campus without a virtual option, and the spring option is fully remote via Zoom.* The fee for this program is \$100.

<u>Session/Instructor</u>	<u>Topics Addressed</u>	<u>Competencies Addressed</u>
Session 1: Your Role as a Leader <i>Tasha Arocha, Harvard University</i> <i>Center for Workplace Development</i>	<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 	Adaptability/Flexibility Service Orientation Valuing Diversity
Session 2: Building Collaborative Relationships <i>Meagan Russell, Harvard University</i> <i>Center for Workplace Development</i>	<ul style="list-style-type: none"> ▪ Integrate emotional intelligence into work and relationships ▪ Increase ability to influence ▪ Establish role as collaborator 	Influencing Others Developing Solutions Organizational Awareness
Session 3: Taking Initiative <i>Justin Crim, Harvard University</i> <i>Center for Workplace Development</i>	<ul style="list-style-type: none"> ▪ Know your strengths ▪ Planning for lifelong learning ▪ Leveraging your professional network 	Continuous Learning Taking Initiative

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 FY24

Fall (On-Campus)	Spring (Virtual)
Registration deadline October 5	Registration deadline February 6
Pre-work sent on October 19	Pre-work sent on February 20
SESSION DATES	
Thursday, November 2	Tuesday, March 5
Thursday, November 9	Tuesday, March 12
Thursday, November 16	Tuesday, March 19

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.