

Leadership Strategies for the Individual Contributor Program Outline FY22

Leadership Strategies is designed for high-performing individual contributors (grades 56-59). This is a four-day program; potential participants must be able to attend all four days in full. Each session is 9am-3pm. The fee for the fall (all virtual) cohort is \$200. The cost of the spring cohort will be determined based on delivery format (in person, virtual, or hybrid) and will not exceed \$500. *An Individual Contributor is defined as an exempt employee who does not directly manage or supervise staff.*

<u>Session/Instructor</u>	<u>Topics Addressed</u>	<u>Competencies Addressed</u>
<p>Session 1: The Individual Contributor Leader <i>Kristen Scott, Harvard University Center for Workplace Development</i></p>	<ul style="list-style-type: none"> ▪ Program overview, goals and competencies ▪ What is leadership? ▪ Your strengths and leadership 	All competencies
<p>Session 2: Managing Relationships <i>Chelsey Platt, Harvard University Center for Workplace Development</i></p>	<ul style="list-style-type: none"> ▪ Your personal communication style ▪ Strategies for communicating with other styles ▪ Building trust 	Building Partnerships Adaptability/Flexibility Valuing Diversity
<p>Session 3: Managing Conflicting Needs <i>Gillien Todd, Harvard Program on Negotiation Harvard Law School</i></p>	<ul style="list-style-type: none"> ▪ Negotiation techniques ▪ Strategies for managing conflict 	Influencing Negotiation Organizational Awareness
<p>Session 4: Exercising Influence <i>Kristen Scott, Harvard University Center for Workplace Development</i></p>	<ul style="list-style-type: none"> ▪ Influence without authority ▪ Influence in a team and organizational context 	Initiative Team Leadership Organizational Awareness Developing Solutions Planning and Implementation

Leadership Strategies 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 for selection information.

Please review registration deadlines and program dates on page two.

Leadership Strategies for the Individual Contributor Program Schedule FY22

Winter Cohort	Spring Cohort
Registration deadline January 4	Registration deadline April 20
Pre-work sent January 18	Pre-work sent May 4
SESSION DATES	
Tuesday, February 1	Wednesday, May 18
Tuesday, February 8	Wednesday, May 25
Tuesday, February 15	Wednesday, June 1
Tuesday, February 22	Wednesday, June 8

Leadership Strategies is designed for individual contributors that exemplify teamwork, embrace change, lead projects with multiple stakeholders, and use independent judgement and decision-making to accomplish goals. Participants should demonstrate maximum engagement in their role.

Please contact the Center for Workplace Development with any questions at CWD_HLDP@harvard.edu.