

## Leadership Strategies for the Individual Contributor Program Outline FY24

*Leadership Strategies* is designed for high-performing individual contributors (grades 56-59). This is a four-day instructor-led program; potential participants must be able to attend all four days. The winter cohort is fully virtual, and the spring cohort is mostly on-campus (Days 1-3) and the shortened 4<sup>th</sup> day is virtual. Please note the location format when choosing a session. The fee for *Leadership Strategies* is \$350. *An Individual Contributor is defined as an exempt employee who does not directly manage or supervise staff.*

<u>Session/Instructor</u>	<u>Learning Objectives</u>	<u>Competencies Addressed</u>
<b>Session 1: Defining Your Leadership at Harvard</b> <i>Justin Crim, Harvard University Center for Workplace Development</i>	<ul style="list-style-type: none"> <li>Define your authentic leadership vision</li> <li>Build awareness of your leadership styles and strengths through StrengthsFinder</li> <li>Explore how to capitalize on your strengths</li> </ul>	Self-Awareness Leadership Presence Organizational Awareness
<b>Session 2: Building Strategic Relationships</b> <i>Chelsey Platt Angelone, Harvard University Center for Workplace Development</i>	<ul style="list-style-type: none"> <li>Learn to influence without formal authority</li> <li>Explore your communication styles and strategies for communicating with other styles</li> <li>Discover how to build and maintain a network</li> </ul>	Collaboration Communication Fosters Trust
<b>Session 3: Managing Conflicting Needs</b> <i>Gillien Todd and Samuel Straus, Harvard Program on Negotiation Harvard Law School</i>	<ul style="list-style-type: none"> <li>Build skills for negotiating and collaborative problem solving</li> <li>Create and practice strategies for managing conflict</li> </ul>	Collaboration Organizational Awareness
<b>Session 4: Applying Your Leadership at Harvard</b> <i>Justin Crim, Harvard University Center for Workplace Development</i>	<ul style="list-style-type: none"> <li>Share practical ways to apply leadership to your role at Harvard</li> <li>Plan for applying your leadership styles and skills in the future</li> </ul>	Organizational Awareness Self-Awareness

*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 FY24

Winter Cohort (Virtual)	Spring Cohort (On-Campus)
Registration deadline December 19	Registration deadline April 16
Pre-work sent January 2	Pre-work sent April 30
SESSION DATES	
Tuesday, January 16 (9am-3pm)	Tuesday, May 14 (9am-3pm)
Tuesday, January 23 (9am-3pm)	Tuesday, May 21 (9am-3pm)
Tuesday, January 30 (9am-3pm)	Tuesday, May 28 (9am-3pm)
Tuesday, February 6 (9am-10:30am)	Tuesday, June 4 (9am-10:30am)

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](mailto:CWD_HLDP@harvard.edu).