Leadership Strategies is designed for high-performing exempt individual contributors (grades 56-59). This is a four day program. Applicants must be able to attend all four days, in full. Sessions are held at the Center for Workplace Development starting at 9:00 a.m. for a full day. The fee for this program is $500.

An Individual Contributor is defined as an exempt employee and someone who does not directly manage or supervise staff.

**Session/Instructor**

**Session 1: The Individual Contributor Leader**
How do you effectively use your personal strengths to lead?
*Kristen Scott, Harvard University Center for Workplace Development*

**Topics Addressed**
- Program overview, goals and competencies
- What is leadership?
- Knowing your strengths
- Setting individual development goals

**Competencies Addressed**
- Introduction to competencies

**Session 2: Relationship Management**
What are the skills you need to collaborate effectively?
*Sarah Staley, Harvard University Center for Workplace Development*

**Topics Addressed**
- Your personal communication style
- Strategies for communicating with other styles
- Exercising influence

**Competencies Addressed**
- Building Partnerships
- Adaptability/Flexibility
- Valuing Diversity

**Session 3: Managing Conflicting Needs**
How do you work through challenges to progress?
*Gillien Todd, Harvard Program on Negotiation Harvard Law School*

**Topics Addressed**
- Negotiation techniques
- Strategies for managing conflict

**Competencies Addressed**
- Influencing
- Negotiation
- Organizational Awareness

**Session 4: Optimizing Team Contributions**
How do you manage relationships and projects simultaneously?
*Kristen Scott, Harvard University Center for Workplace Development*

**Topics Addressed**
- Creating a high-performing team
- Developing a shared vision
- Keeping the team focused on results

**Competencies Addressed**
- Initiative
- Team Leadership
- Developing Solutions
- Planning and Implementation

Leadership Strategies 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 the application.

Please review application deadlines and program dates on page two.
Leadership Strategies for the Individual Contributor
FY18 Program Schedule

<table>
<thead>
<tr>
<th>Winter Cohort</th>
<th>Spring Cohort</th>
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<tr>
<td>Applications due by November 22</td>
<td>Applications due by April 19</td>
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<td>Notification given on December 6</td>
<td>Notification given on May 3</td>
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**SESSION DATES**

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<tr>
<td>Wednesday, January 3</td>
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<td>Wednesday, January 10</td>
<td>Thursday, June 7</td>
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<tr>
<td>Wednesday, January 17</td>
<td>Thursday, June 14</td>
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<td>Wednesday, January 24</td>
<td>Thursday, June 21</td>
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Leadership Strategies is designed for exempt 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 with their role.

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