

Leadership Strategies for the Individual Contributor FY20 Program Outline

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. 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 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 How do you effectively use your personal strengths to lead? <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? ▪ Knowing your strengths ▪ Setting individual development goals 	<p>Introduction to competencies</p>
<p>Session 2: Relationship Management What are the skills you need to collaborate effectively? <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 ▪ Exercising influence 	<p>Building Partnerships Adaptability/Flexibility Valuing Diversity</p>
<p>Session 3: Managing Conflicting Needs How do you work through challenges to progress? <i>Gillien Todd, Harvard Program on Negotiation Harvard Law School</i></p>	<ul style="list-style-type: none"> ▪ Negotiation techniques ▪ Strategies for managing conflict 	<p>Influencing Negotiation Organizational Awareness</p>
<p>Session 4: Optimizing Team Contributions How do you manage relationships and projects simultaneously? <i>Kristen Scott, Harvard University Center for Workplace Development</i></p>	<ul style="list-style-type: none"> ▪ Creating a high-performing team ▪ Developing a shared vision ▪ Keeping the team focused on results 	<p>Initiative Team Leadership Developing Solutions Planning and Implementation</p>

Please review application deadlines and program dates on page two.

Leadership Strategies for the Individual Contributor FY20 Program Schedule

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 which will provide selection information.

Winter Cohort	Spring Cohort
Registration deadline November 27	Registration deadline March 20
Pre-work sent December 5	Pre-work sent March 26
SESSION DATES	
Thursday, January 9	Tuesday, April 28
Thursday, January 16	Tuesday, May 5
Thursday, January 23	Tuesday, May 12
Thursday, January 30	Tuesday, May 19

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 with their role.

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