Leadership Strategies for the Individual Contributor  
FY19 Program Outline

_Leadership Strategies_ is designed for high-performing **exempt** 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._

<table>
<thead>
<tr>
<th>Session/Instructor</th>
<th>Topics Addressed</th>
<th>Competencies Addressed</th>
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| **Session 1:** The Individual Contributor Leader  
How do you effectively use your personal strengths to lead?  
Kristen Scott, Harvard University Center for Workplace Development | - Program overview, goals and competencies  
- What is leadership?  
- Knowing your strengths  
- Setting individual development goals | Introduction to competencies |
| **Session 2:** Relationship Management  
What are the skills you need to collaborate effectively?  
Chelsey Platt, Harvard University Center for Workplace Development | - Your personal communication style  
- Strategies for communicating with other styles  
- Exercising influence | 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 | - Negotiation techniques  
- Strategies for managing conflict | 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 | - Creating a high-performing team  
- Developing a shared vision  
- Keeping the team focused on results | Initiative  
Team Leadership  
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 which will provide selection information.

Please review application deadlines and program dates on page two.
Leadership Strategies for the Individual Contributor  
FY19 Program Schedule

<table>
<thead>
<tr>
<th>Fall Cohort</th>
<th>Winter Cohort</th>
<th>Spring Cohort</th>
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<tbody>
<tr>
<td>Registration deadline August 23</td>
<td>Registration deadline January 15</td>
<td>Registration deadline April 17</td>
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<tr>
<td>Notification given on September 6</td>
<td>Notification given on January 29</td>
<td>Notification given on May 1</td>
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**SESSION DATES**

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<tr>
<th>Fall Cohort</th>
<th>Winter Cohort</th>
<th>Spring Cohort</th>
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<tr>
<td>Thursday, October 4</td>
<td>Tuesday, February 26</td>
<td>Wednesday, May 29, 2019</td>
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<tr>
<td>Thursday, October 11</td>
<td>Tuesday, March 5</td>
<td>Wednesday, June 5, 2019</td>
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<tr>
<td>Thursday, October 18</td>
<td>Tuesday, March 12</td>
<td>Wednesday, June 12, 2019</td>
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<tr>
<td>Thursday, October 25</td>
<td>Tuesday, March 19</td>
<td>Wednesday, June 19, 2019</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.