



HARVARD

Human Resources

CENTER FOR WORKPLACE DEVELOPMENT

Focused Leadership Program Outline FY24

Focused Leadership is an intensive executive coaching program designed for high-performing senior managers (grade 60 and above) who have a current and pressing challenge that is best addressed through one-on-one coaching. Participants are strongly encouraged to attend Day 1 and Day 5 in-person, all other sessions will be virtual instructor-led via Zoom. The fee for this program is \$1,200.

| <u>Session/Event</u> | <u>Date/Timeframe</u> | <u>Commitment</u> |
|--|------------------------------|--|
| Mandatory Information Session | September 12 September 14 | 1:00 pm – 2:00 pm 10:00 am – 11:00 am |
| Application deadline | September 18 by 5:00 p.m. | |
| Pre-work: Complete the 360° assessment | October 5 to October 27 | One hour |
| Session 1: Program Orientation, Individual Directions Inventory, and 360° Feedback Christina Finegold and Margie Naddaff, <i>Harvard University Center for Workplace Development</i> | November 2 | 10:00 a.m.- 2:00 p.m. |
| Introductory meeting with coach and 360° assessment review | November 3 through 15 | One hour |
| Session 2: Immunity to Change Margie Naddaff and Hilary Marcus, <i>Harvard University Center for Workplace Development</i> | November 16 | 9:00 a.m.-12:00 p.m. |
| Session 3: Creating the Individual Development Plan Christina Finegold and Janine Hackshaw, <i>Harvard University Center for Workplace Development</i> | November 30 | 9:00 a.m.-12:00 p.m. |
| Coaching session 1 | Week of December 11 | One hour |
| Coaching session 2 | Week of January 8 | One hour |
| Coaching Session 3 | Week of January 29 | One hour |
| Session 4: Group Check-in - Individuals Report on Progress-to-Date | February 15 | 9:00 a.m. – 11:00 a.m. |
| Coaching session 4 | Week of February 26 | One hour |
| Coaching session 5 | Week of March 18 | One hour |
| Session 5: Program Closing Christina Finegold, <i>Harvard University Center for Workplace Development</i> | April 11 | 10:00 a.m.-2:00 p.m. |

Registration information is available through local Human Resource offices or by contacting the Harvard Leadership Development Program at CWD_HLDP@harvard.edu. **Applications are due by September 18** and pre-work will be sent October 5.