

Foundations of Leadership Program Outline FY24

Foundations of Leadership is open to managers and supervisors who are strong performers, who supervise at least one permanent staff member, have been in their current role for a minimum of one year and have participated in Universal Manager Training. This is a five-day program; potential participants must be able to attend all five days in full.

The fee for Foundations of Leadership is \$1,100.

<u>Session/Instructor</u>	<u>Topics Addressed</u>	<u>Competencies Addressed</u>
Session 1: Who You are as a Manager - Leader <i>Julie Graham, Harvard University Center for Workplace Development</i>	<ul style="list-style-type: none"> ▪ The manager-leader dichotomy ▪ Your Leadership Purpose ▪ Leadership Styles ▪ Leading with Emotional Intelligence 	Overview all Competencies Building Rapport and Relationships Motivating and Inspiring Others Accountability
Session 2: Communicating Effectively <i>Mary Shapiro, Simmons School of Management</i>	<ul style="list-style-type: none"> ▪ Multicultural communication ▪ Delegating ▪ Following up 	Communication Developing Others Teamwork and Collaboration
Session 3: Managing Difficult Conversations <i>Gillien Todd and Samuel Straus, Harvard Law School</i>	<ul style="list-style-type: none"> ▪ Conversation framework ▪ Interactive listening ▪ Understanding interests and perceptions 	Adaptability/Flexibility Organizational Awareness Planning and Organizing
Session 4: Valuing Diversity and Managing Across Differences <i>Stacy Blake-Beard, Dartmouth College</i>	<ul style="list-style-type: none"> ▪ Dimensions of diversity ▪ Managing across difference 	Managing Across Differences
Session 5: Topic Integration and Program Closing <i>Julie Graham, Harvard University Center for Workplace Development</i>	<ul style="list-style-type: none"> ▪ Learnings review ▪ Planning for your future as a leader ▪ Your Leadership Purpose ▪ Program closing 	Review of all Competencies

Foundations of Leadership is a selection-based program. Schools/units have a formal process that they follow for selecting staff to participate in this program. For questions regarding your local selection process and for registration information, please speak with your manager and local Human Resource office.

Please review registration deadlines and program dates on page two.

Foundations of Leadership Program Schedule FY23

Fall Cohort (on-campus)	Spring Cohort (virtual)
Registration deadline August 30	Registration deadline February 22
Pre-work will be sent September 13	Pre-work will be sent March 7
SESSION DATES	
Wednesday, September 27 (9am-3:00 pm)	Thursday, March 21 (9am-3pm)
Wednesday October 4 (9am-3pm)	Thursday, March 28 (9am-3pm)
Wednesday, October 11 (9am-3pm)	Thursday, April 4 (9am-3pm)
Wednesday, October 18 (9am-3pm)	Thursday, April 11 (9am-3pm)
Wednesday, October 25 (9am-12pm)	Thursday, April 18 (9am-12pm)

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