Foundations of Leadership Program Outline FY20

*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. The fee for this program is $700. Each session starts at 9:00 a.m. and is a full day.

<table>
<thead>
<tr>
<th>Session/Instructor</th>
<th>Topics Addressed</th>
<th>Competencies Addressed</th>
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| **Session 1:** Who You are as a Leader-Manager  
Kristen Scott, Harvard University Center for Workplace Development | - The leader-manager dichotomy  
- Leadership Styles  
- Leadership definitions/competencies  
- Your Leadership Vision  
- Leading with Emotional Intelligence | Overview all Competencies  
Building Rapport and Relationships  
Motivating and Inspiring Others  
Accountability |
| **Session 2:** Communicating Effectively  
*Fall:* Kristen Scott and Christina Finegold, Harvard University Center for Workplace Development  
*Spring:* Mary Shapiro, Simmons School of Management | - Multicultural communication  
- Delegating  
- Following up | Communication  
Developing Others  
Teamwork and Collaboration |
| **Session 3:** Mediation and Problem Solving  
Gillien Todd, Harvard Program on Negotiation, Harvard Law School | - Interest based negotiations  
- Joint problem solving  
- Interactive Listening  
- Understanding partial perceptions  
- Dealing productively with blame | Adaptability/Flexibility  
Organizational Awareness  
Planning and Organizing |
| **Session 4:** Valuing Diversity  
Stacy Blake-Beard, Simmons School of Management | - Dimensions of diversity  
- Managing across difference | Managing Across Differences |
| **Session 5:** Topic Integration and Program Closing  
Kristen Scott, Harvard University Center for Workplace Development | - Mining the learnings  
- Planning for your future as a leader  
- Leadership Vision statements  
- 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 FY20

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>Registration deadline</td>
<td>Registration deadline</td>
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<tr>
<td>August 8</td>
<td>February 7</td>
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<tr>
<td>Pre-work will be sent on</td>
<td>Pre-work will be sent on</td>
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<tr>
<td>August 19</td>
<td>February 14</td>
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SEsson Dates

<table>
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<tr>
<th>Fall</th>
<th>Spring</th>
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<tr>
<td>Thursday, Sept. 19</td>
<td>Tuesday, March 17</td>
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<tr>
<td>Thursday, Sept. 26</td>
<td>Wednesday, March 25</td>
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<tr>
<td>Thursday, October 3</td>
<td>Tuesday, March 31</td>
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<tr>
<td>Thursday, October 10</td>
<td>Tuesday, April 7</td>
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<tr>
<td>Thursday, October 17</td>
<td>Tuesday, April 14</td>
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Additional Information:

- Foundations of Leadership is a five-day program. Sessions build upon one another and potential participants must be able to attend all five days, in full to be accepted into the program. Sessions are held at the Center for Workplace Development starting at 9:00 a.m.

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