**Leadership Strategies for the Individual Contributor**  
**Program Outline FY23**

*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. Participants are strongly encouraged to attend Day 1 in-person, and the subsequent sessions will be virtual instructor-led via Zoom. The fee for *Leadership Strategies* is $300. 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>Learning Objectives</th>
<th>Competencies Addressed</th>
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| **Session 1: Defining Your Leadership at Harvard**  
Christina Finegold, Harvard University Center for Workplace Development | ▪ Define your authentic leadership vision  
▪ Build awareness of your leadership styles and strengths through StrengthsFinder  
▪ Explore how to capitalize on your strengths | Self-Awareness  
Leadership Presence  
Organizational Awareness |

**Session 2: Building Strategic Relationships**  
Chelsey Platt Angelone, Harvard University Center for Workplace Development

▪ Learn to influence without formal authority  
▪ Explore your communication styles and strategies for communicating with other styles  
▪ Discover how to build and maintain a network

Collaboration  
Communication  
Fosters Trust

**Session 3: Managing Conflicting Needs**  
Gillien Todd and Samuel Straus, Harvard Program on Negotiation Harvard Law School

▪ Build skills for negotiating and collaborative problem solving  
▪ Create and practice strategies for managing conflict  
▪ Share practical ways to apply leadership to your role at Harvard  
▪ Plan for applying your leadership styles and skills in the future

Collaboration  
Organizational Awareness

**Session 4: Applying Your Leadership at Harvard**  
Christina Finegold, Harvard University Center for Workplace Development

*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 for selection information.

Please review registration deadlines and program dates on page two.
Leadership Strategies for the Individual Contributor
Program Schedule FY23

<table>
<thead>
<tr>
<th>Winter Cohort</th>
<th>Spring Cohort</th>
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<tbody>
<tr>
<td>Registration deadline</td>
<td>Registration deadline</td>
</tr>
<tr>
<td>December 16</td>
<td>March 30</td>
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<tr>
<td>Pre-work sent January 12</td>
<td>Pre-work sent April 13</td>
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**SESSION DATES**

<table>
<thead>
<tr>
<th>Winter Cohort</th>
<th>Spring Cohort</th>
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<tr>
<td>Thursday, January 26 (9am-3pm)</td>
<td>Thursday, April 27 (9am-3pm)</td>
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<tr>
<td>Thursday, February 2 (9am-3pm)</td>
<td>Thursday, May 4 (9am-3pm)</td>
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<td>Thursday, February 9 (9am-3pm)</td>
<td>Thursday, May 11 (9am-3pm)</td>
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<tr>
<td>Thursday, February 16 (9am-10:30am)</td>
<td>Thursday, May 18 (9am-10:30am)</td>
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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 in their role.

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