Leadership Strategies for the Individual Contributor  
FY20 Program Outline

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 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 |

Please review application deadlines and program dates on page two.
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.

<table>
<thead>
<tr>
<th>Winter Cohort</th>
<th>Spring Cohort</th>
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<tbody>
<tr>
<td>Registration deadline Nov 27</td>
<td>Registration deadline Mar 20</td>
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<tr>
<td>Pre-work sent Dec 5</td>
<td>Pre-work sent Mar 26</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, Jan 9</td>
<td>Tuesday, Apr 28</td>
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<td>Thursday, Jan 16</td>
<td>Tuesday, May 5</td>
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<td>Thursday, Jan 23</td>
<td>Tuesday, May 12</td>
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<td>Thursday, Jan 30</td>
<td>Tuesday, May 19</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 with their role.

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