Guide to Leader/Manager Training Options

Training options for supervisors, managers, and leaders fall into three broad areas:

1. Foundational Skills and Regulations
2. Awareness of Self and Interpersonal Skills
3. Advanced Leadership Development.

Some topics are offered by the Center for Workplace Development (CWD) in Cambridge and /or Longwood, and others are offered by local Harvard Longwood Campus (HLC) resources.

**Foundational Skills and Regulations**

CWD’s *Universal Manager Training* program is designed to prepare managers with all levels of experience to understand key compliance and regulations expectations present in the changing organizational climate, and is a pre-requisite for *Foundations of Leadership*. Existing and new managers alike are encouraged to participate in this program to ensure common understanding and application of core expectations of managers.

The *Universal Manager Training* program covers these topics, over six weeks, through a combination of classroom and online training: Harvard Employment Practices, Work/Life and Flexibility, Leaves & Disability, Workplace Civility, Diverse and Inclusive Work Environment, Healthy and Safe Work Environment. *Register through PeopleSoft > Self Service>Learning and Development>Request Training Enrollment>Search by Course Name>Category CWD, Sub-Category INV>Search>Select Available Sessions for Universal Manager Training>Select Session Number of your choice. Please note there is a late cancellation/incomplete fee of $50.00 for Universal Manager Training so a 33 digit billing code is required to enroll.*

**Awareness of Self and Interpersonal Skills**

Here on the Harvard Longwood Campus, we offer the *HLC Manager/Supervisor Series*, facilitated by Gillian Simkiss. This program takes place over six weeks, ½ day each week, covering these topics: Recruitment & Selection, Management Styles, Interpersonal Skills, Personal Effectiveness, Teambuilding, and Coaching. *Register through PeopleSoft>Self Service>Learning and Development>Request Training Enrollment>Search by Course Name>Category, enter HLC.*

In addition, CWD offers a range of topics for managers. To learn more, [click here](#).

**Advanced Leadership Development**

*Harvard Leadership Development Programs*, offer more advanced skills training as well as self-awareness tools to refine and further develop leadership skills for both experienced managers and individual contributors.

Participation in these programs requires an application. To register for these programs, contact:

- HSPH – ebrennan@hsph.harvard.edu
- HMS – Linda_Miklas@hms.harvard.edu
- HSDM – Kevin_Dolan@hsdm.harvard.edu

Full descriptions are provided on page 2:
## Center for Workplace Development (CWD)
### Harvard Leadership Development Programs

<table>
<thead>
<tr>
<th>FY17 Program Description</th>
<th>Applicant Profile (minimum of one year in current position)</th>
<th>Deadline to Apply</th>
<th>Start Date</th>
<th>Cost Per Person</th>
</tr>
</thead>
</table>
| **Focused Leadership (grades 60+)**<br>Meets as a cohort five times; plus five one-on-one coaching meetings | • High-performing senior managers  
• Has requested or wants an executive coach  
• Will implement individual and organizational change as a result of 360 feedback and coaching  
• Acts as catalyst for change | July 18 | Sept. 13 | $1200 |
| **Leadership in Action (grades 58+)**<br>Meets once a month for the academic year | • High-performing mid-to senior level managers  
• Will implement individual and organizational change as a result of 360 feedback and coaching  
• Models and advocates employee engagement and organizational achievement | Sept 8 | Oct. 20 | $1200 |
| **Foundations of Leadership (exempt grades 56+)**<br>Meets one day a week for six weeks | • High-performing manager  
• Supervise at least one permanent staff member  
• Has attended Universal Manager Training  
• Motivates their team and promotes employee development | Aug 25 | Oct 6 | $700 |
| **Leadership Strategies for the Individual Contributor (exempt grades 56-59)**<br>*One session for 58/59 & one for 56/57 | • High-performing individual contributors (does not manage or supervise staff)  
• Exemplifies teamwork and embraces change  
• Leads projects with multiple stakeholders  
• Uses independent judgment and decision-making to accomplish goals  
• Demonstrates maximum engagement with their role  
• *For Grades 58/59*  
• *For Grades 56/57 (exempt)* | Nov. 23 | Jan. 4 | $500 |
| **Leadership Essentials (up to non-exempt grade 56)**<br>Meets one day a week for three weeks | • High-performing administrative support staff  
• Demonstrates maximum engagement with their role  
• Has discussed with their manager an overall development plan of which this is a part | Oct 19 | Nov 30 | $300 |