

## 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](mailto:ebrennan@hsph.harvard.edu)
- HMS – [Linda\\_Miklas@hms.harvard.edu](mailto:Linda_Miklas@hms.harvard.edu)
- HSDM – [Kevin\\_Dolan@hsdm.harvard.edu](mailto:Kevin_Dolan@hsdm.harvard.edu)

Full descriptions are provided on page 2:

Center for Workplace Development (CWD) Harvard Leadership Development Programs				
FY17 Program Description	Applicant Profile (minimum of one year in current position)	Deadline to Apply	Start Date	Cost Per Person
<b>Focused Leadership (grades 60+)</b>  Meets as a cohort five times; plus five one-on-one coaching meetings	<ul style="list-style-type: none"> <li>• High-performing senior managers</li> <li>• Has requested or wants an executive coach</li> <li>• Will implement individual and organizational change as a result of 360 feedback and coaching</li> <li>• Acts as catalyst for change</li> </ul>	July 18	Sept. 13	\$1200
		Nov. 21	Jan 26	\$1200
<b>Leadership in Action grades 58+)</b>  Meets once a month for the academic year	<ul style="list-style-type: none"> <li>• High-performing mid-to senior level managers</li> <li>• Will implement individual and organizational change as a result of 360 feedback and coaching</li> <li>• Models and advocates employee engagement and organizational achievement</li> </ul>	Sept 8	Oct. 20	\$1200
<b>Foundations of Leadership (exempt grades 56+)</b>  Meets one day a week for six weeks	<ul style="list-style-type: none"> <li>• High-performing manager</li> <li>• Supervise at least one permanent staff member</li> <li>• Has attended Universal Manager Training</li> <li>• Motivates their team and promotes employee development</li> </ul>	Aug 25	Oct 6	\$700
		Jan. 25	Mar 8	\$700
<b>Leadership Strategies for the Individual Contributor (exempt grades 56-59)*</b>  Meets one day a week for four weeks  <b>*One session for 58/59 &amp; one for 56/57</b>	<ul style="list-style-type: none"> <li>• High-performing individual contributors (does not manage or supervise staff)</li> <li>• Exemplifies teamwork and embraces change</li> <li>• Leads projects with multiple stakeholders</li> <li>• Uses independent judgment and decision-making to accomplish goals</li> <li>• Demonstrates maximum engagement with their role</li> <li>• <i>For Grades 58/59</i></li> <li>• <i>For Grades 56/57 (exempt)</i></li> </ul>	Nov. 23	Jan. 4	\$500
		Apr 25	Jun 6	\$500
<b>Leadership Essentials (up to non-exempt grade 56)</b>  Meets one day a week for three weeks	<ul style="list-style-type: none"> <li>• High-performing administrative support staff</li> <li>• Demonstrates maximum engagement with their role</li> <li>• Has discussed with their manager an overall development plan of which this is a part</li> </ul>	Oct 19	Nov 30	\$300
		Mar 21	May 2	\$300