



## FY24 Harvard Leadership Development Program Selection Guide

The Harvard Leadership Development Program (HLDP) is a competency-based curriculum comprised of five separate multi-days programs to address the leadership development needs of high-performing employees at all levels across the University.

HLDP strives to create a culture, community, and learning environment that will be a micro-model of the best Harvard has to offer. HLDP is committed to developing the greatest executives, managers, supervisors, individual contributors and support staff in the world of higher education administration. Customized program content helps participants make the transformation from competent contributors to leaders capable of reinventing Harvard for the future.

### **Commitment to Diversity & Inclusion**

HLDP is committed to welcoming a diverse array of participants and creating a space where all feel welcome to contribute, learn, and lead. We urge those involved with the nomination process to ensure that ALL qualified individuals are considered for leadership programming, and to be aware of any institutional or personal biases that may impede the selection process.

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## **Key Roles in the Selection Process**

### **Human Resources (HR)**

For most schools/units Human Resources facilitates the selection process by speaking with managers about potential candidates for HLDP. With a limited number of seats allocated to each school, HR works with managers to represent the breadth of the school/unit and to select potential participants from across departments.

### **Manager**

*Pre-Selection:* Managers work with Human Resources to select high performers for programs.

*Post-Selection:* Upon acceptance into one of the programs, managers talk with the employee about why they have been selected, what they expect the employee to bring back to their role, and how they think the program will elevate the individual's leadership skills. Managers also work with the employee to remove barriers to their full and uninterrupted participation.

### **Potential Participant**

*Pre-Selection:* Interested employees can speak with their manager and/or HR about attending as spaces are allocated to each school/unit and the process differs slightly from school to school.

*Post-Selection:* Once nominated, employees enroll via the Harvard Training Portal (link provided by HR or manager) and complete the program questionnaire. Participants complete pre-work, attend all sessions in full; actively participate, and integrate the learning and knowledge gained into their role.



## Enrollment Information

- Provide the program outline, communicate why the individual is being nominated, and ensure they are able to attend each program day.
- Nominees will need a link to enroll. Please provide the Harvard Training Portal (HTP) Registration Link in the table below or ask the nominees manager to do so. *Leadership programs are not visible in the Harvard Training Portal without a link.*
- Please provide nominees with the appropriate 33-digit billing code. (Note: If an “Enroll” button is not showing, the program is full. Nominees then click on “Show Interest” to be added to a waiting list).
- After registering in the Harvard Training Portal individuals will be prompted to complete Leadership Program Selection Questions which are required for acceptance into the program.
- The questions will be sent as an attachment to the HTP email response.

Program Name	Program Links
Leadership Essentials	<a href="https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/commmon/ledetail/cours000000000003304">https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/commmon/ledetail/cours000000000003304</a>
Leadership Strategies for the Individual Contributor	<a href="https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/commmon/ledetail/cours000000000003303">https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/commmon/ledetail/cours000000000003303</a>
Foundations of Leadership	<a href="https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/commmon/ledetail/cours000000000003302">https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/commmon/ledetail/cours000000000003302</a>
Leadership in Action	<a href="https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/commmon/ledetail/cours000000000003301">https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/commmon/ledetail/cours000000000003301</a>
Focused Leadership	<a href="https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/commmon/ledetail/cours000000000003300">https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/commmon/ledetail/cours000000000003300</a>
Executive Coaching Information Sessions	<a href="https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/commmon/ledetail/cours000000000023882">https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/commmon/ledetail/cours000000000023882</a>
Targeted Coaching Information Sessions	<a href="https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/commmon/ledetail/cours000000000029402">https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/commmon/ledetail/cours000000000029402</a>

## Fast Facts

- We encourage you to consider nominating employees who have been in their role for **one year** and had the opportunity to establish themselves as a high performer. The first year is an excellent time to participate in open enrollment classes through CWD as well as local school/unit offerings. Contact CWD to discuss exceptions.



- One cohort of *Foundations of Leadership*, *Leadership Strategies*, and *Leadership Essentials* will be offered **on site** at CWD, and one will be offered **virtual/remote**. Please read program outlines carefully.
- Potential participants must be able to commit to all program dates and the full day of each session. Please **review the program outline with nominees before they enroll** through the Harvard Training Portal to confirm availability.
- UMT is a **prerequisite** for *Leadership in Action* and *Foundations of Leadership*.
- Grade ranges are included with the applicant profiles to provide a guide. Our goal is to create cohorts where participants are with a group of their peers learning together. Contact CWD to discuss exceptions.

## HLDP FY24 Fact Sheet

<b>Program</b>	<b>Applicant Profile (minimum one year in current position)</b>	<b>Deadline to Apply</b>	<b>Pre-work Date</b>	<b>Start Date</b>	<b>Cost Per Person</b>
<p><b>Focused Leadership</b> (grades 60+) Meets as a cohort five times plus five one-on-one coaching meetings <i>*contact your OD Consultant to discuss engaging a leader in coaching outside of Focused Leadership</i></p>	<ul style="list-style-type: none"> <li>▪ High-performing senior manager</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 a catalyst for change</li> </ul>	<p>Sept. 21</p> <p>Info sessions 9/12/22 9/24/22</p>	Oct. 5	Nov. 2	\$1,200
<p><b>Leadership in Action</b> (grades 58+)  Meets once a month Nov. to June</p>	<ul style="list-style-type: none"> <li>▪ High-performing mid-to-senior level manager</li> <li>▪ Has a readiness for self-reflection and stretching themselves in service of greater leadership capability and capacity</li> <li>▪ Acts as a catalyst for employee, team and organizational effectiveness</li> </ul>	Sept. 7	Sept. 21	Oct. 5	\$1,400
<p><b>Foundations of Leadership</b> (<b>exempt</b> grades 56+)  Meets once per week for five weeks</p>	<ul style="list-style-type: none"> <li>▪ High-performing first level manager</li> <li>▪ Demonstrates an openness for self-reflection and learning new ways to lead</li> <li>▪ Role models and advocates for employee engagement and development</li> </ul>	<p>Aug. 30</p> <p>Feb. 24</p>	<p>Sept. 13</p> <p>March 7</p>	<p>Sept. 27</p> <p>March 21</p>	\$1,100
<p><b>Leadership Strategies for the Individual Contributor</b> (<b>exempt</b> grades 56-59)  Meets once per week for four weeks</p>	<ul style="list-style-type: none"> <li>▪ High-performing individual contributor* (*does not manage or supervise staff)</li> <li>▪ Embraces personal growth, teamwork, and organizational change</li> <li>▪ Effectively leads projects with multiple stakeholders</li> </ul>	<p>Dec. 19</p> <p>April 16</p>	<p>Jan. 2</p> <p>April 30</p>	<p>Jan. 16</p> <p>May 14</p>	\$350
<p><b>Leadership Essentials</b> (up to <b>non-exempt</b> grade 56)  Meets once per week for three weeks</p>	<ul style="list-style-type: none"> <li>▪ High-performing 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>	<p>Oct. 5</p> <p>Feb. 6</p>	<p>Oct. 19</p> <p>Feb. 20</p>	<p>Nov. 2</p> <p>March 5</p>	\$100