

FY22 Executive Coaching Guide

Overview

- The Center for Workplace Development offers executive coaching for **high-performing faculty leaders** and **senior administrative leaders** (grades 60+).
- Those who seek executive coaching will have a current leadership challenge and a desire to take action and create a plan through an interactive process of learning and applying new behavior.
- We offer two executive coaching options, the Focused Leadership program and a separate individual coaching option.
- Focused Leadership is most effective for those interested in expanding their network and having built-in structure and accountability. The cost is reduced to \$900 for this year given the elimination of catering and printed materials.
- Individual coaching is most effective for those who prefer more flexibility. The cost for eight coaching sessions is \$800.
- Those interested in a coaching engagement should plan to attend an information session.

Information Sessions

- The information sessions will focus broadly on coaching, and will highlight the two paths to pursue executive coaching at CWD. After hearing about both options, leaders can identify (along with input from their HR office and CWD) which one is best suited to their needs.
- Tuesday, September 7, 3:00 – 3:45 p.m.
- Thursday, September 9, 10:00 – 10:45 a.m.
- **Applications are due September 15, 2021**

Focused Leadership

- We recommend a minimum of one year in current role prior to participation in Focused Leadership*.

*CWD offers onboarding coaching for **faculty leaders and senior administrative leaders** (grades 60+) to foster a smooth transition into a new senior level position for both internal promotions and external hires. This coaching option is available at no cost. Applications are available by emailing CWD_HLDP@harvard.edu

- Focused Leadership runs from November to April. Fall sessions will be held virtually via Zoom. Spring sessions are TBD following University guidance.
- Potential participants must be able to commit to all program dates and the full day of each session (typically 9:00 – 12:00 p.m.)
- Please review the program outline on the next page prior to attending an information session to be sure you can commit to all dates and times.
- Individual Coaching applications are available by emailing CWD_HLDP@harvard.edu.

CWD offers short-term coaching focused on a very specific leadership challenge that can be addressed in a three-session coaching engagement for high-performing university leaders grade 59+. The cost is currently reduced to \$250.00 per person. Applications are available emailing CWD_HLDP@harvard.edu

New Focused Leadership Enrollment Process

- To register, please use the following link to the Harvard Training Portal (HTP).

https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/common/ledetail/cours0000000003300

- The link will lead directly to the program in the Harvard Training Portal.
- Please register for the program and provide your 33-digit billing code. **(Note: If an “Enroll” button is not showing, the program is full. Please 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 the Focused Leadership application which is required for acceptance into the program.
- The application will be sent as an attachment to the HTP email response. Please complete and return the questions promptly to CWD_HLDP@harvard.edu to be accepted into the program.
- **Note: Leadership programs are not visible in the Harvard Training Portal without a link.**



Focused Leadership Program Outline FY22

Focused Leadership is an intensive executive coaching program designed for high-performing senior managers (grade 60 and above) who have a current and pressing challenge that is best addressed through one-on-one coaching. The fee for this program is \$900.

<u>Session/Event</u>	<u>Date/Timeframe</u>	<u>Commitment</u>
Mandatory Information Session	Sept. 7 or Sept. 9	3:00 p.m. – 3:45 p.m. 10:00 a.m. – 10:45 a.m.
Application deadline	Sept. 15 by 5:00 p.m.	
Pre-work: Complete the LEA 360° assessment	Sept. 29 to Oct. 27	One hour
Session 1: Program Orientation, Individual Directions Inventory, and 360° Feedback Christina Finegold and Margie Naddaff, <i>Harvard University Center for Workplace Development</i>	November 3	9:00 a.m.- 12:00 p.m.
360° Meeting: In-depth review of individual results with a coach who is certified in the tool and your coach	November 4 to 16	One hour
Session 2: Immunity to Change Margie Naddaff, <i>Harvard University Center for Workplace Development</i>	November 17	9:00 a.m.-12:00 p.m.
Session 3: Creating the Individual Development Plan Christina Finegold, <i>Harvard University Center for Workplace Development</i>	December 1	9:00 a.m.-12:00 p.m.
Coaching session 1	Week of Dec. 13	One hour
Coaching session 2	Week of Jan. 10	One hour
Coaching Session 3	Week of Jan. 31	One hour
Session 4: Group Check-in - Individuals Report on Progress-to-Date	February 9	9:00 a.m. – 11:00 a.m.
Coaching session 4	Week of Feb. 21	One hour
Coaching session 5	Week of March 14	One hour
Session 5: Program Closing Christina Finegold, <i>Harvard University Center for Workplace Development</i>	April 6	9:00 a.m.-12:00 p.m.

Registration information is available through local Human Resource offices or by contacting the Harvard Leadership Development Program at CWD_HLDP@harvard.edu. **Applications are due by September 15** and pre-work will be sent Sept. 29.