

# FOUNDATIONS OF LEADERSHIP - Spring 2012

200 Boston Ave., HR/Learning and Development Center, Medford Campus

Modules	Winter Dates	Program Faculty
<b>Managing at Tufts</b> <ul style="list-style-type: none"> <li>• Assessing Your Leadership Capacity</li> <li>• What is Leadership?</li> <li>• Tufts Leadership Competencies</li> <li>• Situational Leadership Model and Application</li> </ul>	Wednesday, March 14	Maggie Chernin
<b>Approaches to Challenging Communications</b> <ul style="list-style-type: none"> <li>• Understanding the Complexity of Employee Relations Situations</li> <li>• Documentation and the Disciplinary Process</li> <li>• Thomas-Kilmann Conflict Model and Application</li> <li>• Ladder of Inference</li> </ul>	Wednesday, March 28	Maggie Chernin Alison Blackburn Maureen Sonni
<b>Hiring at Tufts: Strategies for Success</b> <ul style="list-style-type: none"> <li>• Hiring Process Guide</li> <li>• Equal Opportunity/Affirmative Action/Diversity</li> <li>• Candidate Selection and Screening</li> <li>• Behavioral Interviewing</li> </ul>	Wednesday, April 11	Christy Galatis Alison Blackburn Maureen Sonni
<b>Achieving Success through Performance Planning and Rewarding Performance and Skill Development</b> <ul style="list-style-type: none"> <li>• Aligning school/division, department and individual goals</li> <li>• Six steps in developing performance plan goals</li> <li>• SMART Criteria</li> <li>• Determining and Communicating Merit Increases</li> <li>• Tufts Compensation Programs</li> </ul>	Wednesday, April 25	Kate Messier Anne DeBenedictis Rich Turk/Janie MacLellan
<b>Conducting Performance Reviews that Get Results</b> <ul style="list-style-type: none"> <li>• Assessing Performance</li> <li>• Writing and Conducting Performance Reviews</li> <li>• Using effective language and tone</li> </ul>	Wednesday, May 9	Regina Corrao Kate Messier
<b>Manager as Coach</b> <ul style="list-style-type: none"> <li>• Motivating Others</li> <li>• Providing Feedback</li> <li>• Active Listening</li> </ul>	Wednesday, May 23	Jane Briscoe

**Each module is scheduled to begin at 9:00 a.m. and conclude at 4:15 p.m.  
Lunch is included and a light breakfast will be available at 8:30 a.m.**