## REGISTRATION

*Contact the Bridge Program to schedule an appointment to register for any Bridge services. Participants will need to be available for a minimum of one hour for registration and assessment.*

*Bridge Program main line: 617-496-2216*

# BRIDGE PROGRAM: CAREER DEVELOPMENT

## PROFESSIONAL INTERNSHIP

The Harvard Bridge Program offers an Internship Program which provides a professional development opportunity for employees wishing to develop administrative and/or financial skills in a Harvard office environment. These unpaid internships are open to Bridge participants who have advanced communication and computer skills and who have demonstrated an excellent work ethic in their current jobs.

Interns work four hours a week for 16 weeks demonstrating competencies they are not able to utilize in their current service jobs, as custodians, dining service workers, landscapers and security guards. The professional office work familiarizes them with systems internal to Harvard as well as skills used in a variety of administrative positions. Interns are given specific projects that utilize and develop tangible skills. Developing a professional reputation is a critical first step in career mobility.

The Internship Program allows Bridge participants to work in Harvard departments and demonstrate their administrative, technical, financial and customer service skills.

Please see our [Professional Internship brochure](#) for more information.

### Job Shadow

Job Shadow experiences are for students exploring career options and who want to learn more about a certain type of job or work environment, such as IT, finance or office administration. A job shadow is a one-day, two-hour experience.

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## COURSES

### Writing for the Workplace

This course prepares students for jobs that require writing and helps them become more effective in their current roles. Topics include constructing emails, letters, memos, and reports; improving sentence structure and variety; and building business vocabulary. Lessons will emphasize students' current, on-the-job writing needs to develop relevant grammar and style practices.

### Business Writing / Computer Skills for Supervisors

This course covers the writing and technical skills involved in office careers. Topics include constructing emails, memos, reports, spreadsheets, and correspondence. There is a focus on improving sentence structure, adding variety to enhance writing, building business vocabulary, and editing documents.

This course is for students with basic/intermediate computer skills who want to learn more about email, Microsoft Office, and using the internet. A mix of direct instruction and practical projects help students gain confidence using the computer. Examples of projects include creating proposals and timelines for customers, entering and formatting work schedules, and maintaining project lists. Managing files and keyboarding practice are incorporated each week.

### How to Prepare as an Internal Candidate

This session will provide you with strategies, tips, and resources to be a strong internal candidate. We'll review how to use ASPIRE, Harvard's on line recruitment system, with an opportunity to ask questions about the recruitment process. Register for this class using the Harvard Training Portal (you will need to sign in using your HarvardKey).

### Networking: Presenting Yourself in the Best Possible Way

This recorded webinar can be watched online at any time (no registration necessary). Session covers what networking is, how to get ready to discuss your skills, strengths and accomplishments, using networking one-on-one and at larger events, and much more. Click here to listen Networking: Presenting Yourself in the Best Possible Way.