CAREER & PROFESSIONAL DEVELOPMENT

Communication

Communicating at Work
Wed., March 21 9:00 a.m - 1:00 p.m. Fee: $50

Difficult Conversations
Thur., Jan. 18 9:00 a.m. - 3:00 p.m.
Thur., May 17 9:00 a.m. - 3:00 p.m.
Fee: $75

Editing and Proofreading
Tue., Feb. 6 9:00 a.m. - 12:00 p.m.
Fee: $50

Email for Action
Tue., March 6 9:00 a.m. - 12:00 p.m.
Tue., June 5 9:00 a.m. - 12:00 p.m.
Fee: $50

Introduction to Presentation Skills
(2-day course)
Wed., June 6 9:00 a.m. - 12:00 p.m.
Fri., June 8 9:00 a.m. - 12:00 p.m.
Fee: $75

Managing Up
Tue., May 15 9:00 a.m. - 1:00 p.m.
Fee: $50

Power, Influence and Negotiation
(2-day course)
Fri., Feb. 9 9:00 a.m. - 1:00 p.m.
Fri., Feb. 16 9:00 a.m. - 1:00 p.m.
Fri., April 6 9:00 a.m. - 1:00 p.m.
Fri., April 13 9:00 a.m. - 1:00 p.m.
Fee: $75

The Power of a Positive No
Thur., March 22 9:00 a.m. - 12:30 p.m.
Thur., May 31 9:00 a.m. - 12:30 p.m. Fee: $50

Writing at Work
Wed., May 9 9:00 a.m. - 12:00 p.m.
Fee: $50

Career Development

Career Roadmaps (2-day course)
Thur., Mar. 8 9:00 a.m. - 4:00 p.m.
Wed., Mar. 14 9:00 a.m. - 4:00 p.m.
Wed., June 13 9:00 a.m. - 4:00 p.m.
Fri., June 15 9:00 a.m. - 4:00 p.m.
Fee: $125

Creating Your Best Resume
Tue., May 1 12:00 p.m. - 3:00 p.m.
Fee: $25

How to Network at Harvard
Wed., June 9 9:00 a.m. - 10:30 a.m.
Fee: $0

How to Prepare as an Internal Candidate
Fri., Feb. 2 12:00 p.m. - 1:00 p.m.
Fri., April 7 12:00 p.m. - 1:00 p.m.
Fee: $0

Interviewing Skills for Candidates
Fri., Jan. 26 12:00 p.m. - 2:30 p.m.
Fee: $25

Is Your Career on Track?
Thur., April 5 9:00 a.m. - 11:30 a.m.
Fee: $25

Engagement

Enabling a Culture of Speaking Up
Wed., March 28 9:00 a.m. - 12:00 p.m. Fee: $0

Inclusion for Innovation and Engagement for Employees
Tue., Feb. 13 9:00 a.m. - 12:00 p.m.
Wed., March 7 9:30 a.m. - 12:30 p.m. Fee: $0

Inclusion for Innovation and Engagement for Managers
Wed., Feb. 7 9:00 a.m. - 12:00 p.m.
Fee: $0

Making the Most of Feedback
Thur., May 10 9:00 a.m. - 12:00 p.m.
Fee: $25

My First Job, Now What?
Thur., Feb. 15 9:00 a.m. - 12:00 p.m.
Fee: $25

Speaking Up at Harvard
Wed., Feb. 14 9:00 a.m. - 12:00 p.m.
Tue., April 10 9:30 a.m. - 12:30 p.m.
Fee: $0

What Drives You?
Fri., Jan. 19 9:00 a.m. - 11:30 a.m.
Fee: $25
Managing at Harvard

Universal Manager Training (3-day course)

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Creating an Environment of Trust and Transparency

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Interviewing Skills for Hiring Managers

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Managing a Team

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Succession Management

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Workplace Reasonable Accommodation Request Process

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Productivity

Being an Effective Faculty Assistant

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Excelling as a New Assistant (webinar)

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Start Your Process Redesign

| Wed., Mar. 26 |

Innovation

Collaboration Mindset

| Wed., Apr. 25 |

Design Thinking Mindset

| Wed., Apr. 17 |

Problem Solving Mindset

| Wed., Mar. 13 |

Process Improvement Mindset

| Wed., Mar. 26 |

Harvard University values your professional development. To learn more about the programs and services of CWD, visit hr.harvard.edu/learning-development.

If you are a member of HUCTW, requests for time away from regular work duties to participate in professional development may not be unreasonably denied. Employees who participate in job-related or development-oriented training programs during work hours should be paid for those hours, and should not be required to make up those hours at another time. [HUCTW Agreement, p. 13]
CHARGE YOUR POWER

Knowing where you want to go only gets you part of the way there. CWD helps guide career growth and develop skills to get you where you want to be. Understanding what you need to achieve your career goals takes much more, including focus, introspection, and knowledge of resources available to you.

LEADING THE WAY

We all want our teams to do their very best. Implementing positive change on a team often requires one to manage change within him or herself. A structured leadership development experience gives leaders self-awareness that impacts who they are as leaders, not just what they do.

The Center for Workplace Development delivers programs and services to develop employees at all levels.

Learn more about Kevin and Pam’s stories at hr.harvard.edu/learning-development

Financial Systems

HCOM: Purchasing and Receiving
- Thu., Jan. 11: 9:30 a.m. - 12:30 p.m.
- Tue., Feb. 6: 9:30 a.m. - 12:30 p.m.
- Tue., Mar. 6: 9:30 a.m. - 12:30 p.m.
- Tue., Apr. 10: 9:30 a.m. - 12:30 p.m.
- Tue., May 8: 9:30 a.m. - 12:30 p.m.
- Tue., Jun. 12: 9:30 a.m. - 12:30 p.m.

Fee: $0

HUBS Basic Planner Course
- Tue., Jan. 9: 9:00 a.m. - 1:00 p.m.
- Thur., Jan. 18: 9:00 a.m. - 1:00 p.m.
- Thur., Feb. 1: 9:00 a.m. - 1:00 p.m.

Fee: $0

HUBS SmartView Analytics
- Wed., Jan. 10: 9:00 a.m. - 1:00 p.m.
- Tue., Mar. 27: 9:00 a.m. - 1:00 p.m.
- Tue., May 8: 9:00 a.m. - 1:00 p.m.
- Thur., Jun. 28: 9:00 a.m. - 1:00 p.m.

Fee: $0

Intro to the Ad Hoc Data Model
- Fri., Mar. 9: 9:00 a.m. - 4:00 p.m.
- Fri., Jun. 8: 9:00 a.m. - 4:00 p.m.

Fee: $0

Oracle BI Tools Training
- Thur., Jan. 4: 1:00 p.m. - 2:00 p.m.
- Thur., Feb. 8: 1:00 p.m. - 2:00 p.m.
- Thur., Mar. 8: 1:00 p.m. - 2:00 p.m.
- Thur., Apr. 5: 1:00 p.m. - 2:00 p.m.
- Thur., May 10: 1:00 p.m. - 2:00 p.m.
- Thur., Jun. 14: 1:00 p.m. - 2:00 p.m.

Fee: $0

Using Accounts Receivable
- Wed., Mar. 14: 1:00 p.m. - 4:00 p.m.

Fee: $0

Financial Management

Advanced Harvard Accounting (2-day course)
- Wed., May 2: 9:00 a.m. - 1:00 p.m.
- Thur., May 3: 9:00 a.m. - 1:00 p.m.

Fee: $0

Basics of Accounting
- Thur., Feb. 8: 9:00 a.m. - 1:00 p.m.
- Thur., Apr. 19: 9:00 a.m. - 1:00 p.m.

Fee: $0

Chart of Accounts
- Thur., Jan. 4: 9:30 a.m. - 12:00 p.m.
- Thur., Feb. 1: 9:30 a.m. - 12:00 p.m.
- Thur., Mar. 1: 9:30 a.m. - 12:00 p.m.
- Tue., Apr. 3: 9:30 a.m. - 12:00 p.m.
- Tue., May 1: 9:30 a.m. - 12:00 p.m.
- Tue., Jun. 5: 9:30 a.m. - 12:00 p.m.

Fee: $0

Consulting Services

Accenture: Business Development
- Fri., Mar. 16: 9:00 a.m. - 1:00 p.m.
- Fri., Jun. 8: 9:00 a.m. - 1:00 p.m.

Fee: $0

ETHICS AND ACCOUNTABILITY

Ethics and Accountability
- Wed., March 7: 9:30 a.m. - 12:30 p.m.
- Wed., May 16: 9:30 a.m. - 12:30 p.m.

Fee: $0

Fraud and the Workplace
- Wed., May 30: 9:30 a.m. - 12:00 p.m.

Fee: $0

ONLINE LEARNING

Lynda.com
Over 200 Lynda courses are available via the Harvard Training Portal. To access the full catalog please visit http://lynda.harvard.edu/

Harvard ManageMentor
Harvard ManageMentor® is on-demand content brought to you by Harvard Business Publishing. All Harvard ManageMentor content is available via the Harvard Training Portal.

Accessibility Accommodations
If you are a participant with a documented disability and you require accommodations, please contact us at training@harvard.edu or 617-495-4895 prior to your training date.

Register at trainingportal.harvard.edu
Databases

Introduction to Access
Thur., Feb. 15 9:30 a.m. - 4:30 p.m.
Thur., May 24 9:30 a.m. - 4:30 p.m.
Fee: $180

Intermediate Access
Tue., Apr. 10 9:30 a.m. - 4:30 p.m.

Advanced Access
Thur., Apr. 12 9:30 a.m. - 4:30 p.m.
Fee: $180

Presentation Graphics

Introduction to PowerPoint
Thu., March 1 9:30 a.m. - 4:30 p.m.
Fee: $180

Intermediate PowerPoint
Wed., May 2 9:30 a.m. - 4:30 p.m.
Fee: $180

Productivity Tools

Microsoft Project
Tue., Mar. 20 9:30 a.m. - 4:30 p.m.
Fee: $180

Microsoft SharePoint
Thu., Apr. 26 9:30 a.m. - 4:30 p.m.
Fee: $225

SharePoint for Site Owners
Tue., Apr. 17 9:30 a.m. - 4:30 p.m.
Fee: $225

Desktop Publishing

Introduction to Photoshop
Wed., Jan. 31 9:30 a.m. - 4:30 p.m.
Tue., Mar. 20 9:30 a.m. - 4:30 p.m.
Wed., May 16 9:30 a.m. - 4:30 p.m.

Advanced Photoshop
Wed., Mar. 7 9:30 a.m. - 4:30 p.m.
Wed., May 23 9:30 a.m. - 4:30 p.m.
Fee: $225

Introduction to Illustrator (2-day course)
Thur., Mar. 15 9:30 a.m. - 4:30 p.m.
Fri., Mar. 16 9:30 a.m. - 4:30 p.m.
Fee: $450

Introduction to InDesign (2-day course)
Wed., Feb. 28 9:30 a.m. - 4:30 p.m.
Thur., Mar. 1 9:30 a.m. - 4:30 p.m.
Tue., April 24 9:30 a.m. - 4:30 p.m.
Wed., April 25 9:30 a.m. - 4:30 p.m.
Fee: $450

Web Development

Introduction to HTML
Wed., Feb. 7 9:30 a.m. - 4:30 p.m.
Fri., Apr. 6 9:30 a.m. - 4:30 p.m.
Fri., June 1 9:30 a.m. - 4:30 p.m.
Fee: $225

Introduction to WordPress
Wed., Feb. 14 9:30 a.m. - 4:30 p.m.
Wed., May 2 9:30 a.m. - 4:30 p.m.
Fee: $225

Word Processing

Advanced Word
Thur., May 3 9:30 a.m. - 4:30 p.m.
Fee: $180

Spreadsheets

Introduction to Excel
Wed., Jan. 17 9:30 a.m. - 4:30 p.m.
Wed., Feb. 7 9:30 a.m. - 4:30 p.m.
Tue., Mar. 13 9:30 a.m. - 4:30 p.m.
Thu., Apr. 12 9:30 a.m. - 4:30 p.m.
Fri., May 11 9:30 a.m. - 4:30 p.m.
Thur., Jun. 14 9:30 a.m. - 4:30 p.m.
Fee: $180

Intermediate Excel
Wed., Jan. 10 9:30 a.m. - 4:30 p.m.
Tue., Feb. 13 9:30 a.m. - 4:30 p.m.
Wed., Mar. 7 9:30 a.m. - 4:30 p.m.
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Advanced Excel
Tue., Jan. 23 9:30 a.m. - 4:30 p.m.
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Thur., May 3 9:30 a.m. - 4:30 p.m.
Tue., Jun. 5 9:30 a.m. - 4:30 p.m.
Fee: $180

PeopleSoft Hiring Actions
Thur., Feb. 22 9:00 a.m. - 12:00 p.m.
Thu., Apr. 26 9:00 a.m. - 12:00 p.m.
Fee: $0

PeopleSoft Personnel Actions
Wed., Feb. 28 9:00 a.m. - 12:00 p.m.
Fee: $0

Using ARleS - Faculty Hiring
Thur., Jan 18 9:30 a.m. - 12:00 p.m.
Thu., Jun. 7 9:30 a.m. - 12:00 p.m.
Fee: $0

Absence and Time Approving/Adjusting
Thur., Jan. 25 10:00 a.m. - 12:00 p.m.
Thur., Feb. 15 10:00 a.m. - 12:00 p.m.
Thur., Mar. 22 10:00 a.m. - 12:00 p.m.
Thur., Apr. 19 10:00 a.m. - 12:00 p.m.
Thur., May 17 10:00 a.m. - 12:00 p.m.
Thur., Jun. 14 10:00 a.m. - 12:00 p.m.
Fee: $0

Questions? Contact the Center for Workplace Development at training@harvard.edu or 617-495-4895.