

CAREER DEVELOPMENT COURSES

REGISTRATION

This page provides an overview of CWD courses.

To register, visit the [Harvard Training Portal](#) and sign in using your HarvardKey.

There you will also find detailed descriptions and any pre-course requirements.

If you are interested in taking a course, please consult with your manager before registering.

LYNDA.COM

Lynda.com is an online training site with over 4,000 classes on Microsoft and Adobe products, business skills, web design, computer programming, audio and video tools, and much more.

Lynda is available free of charge to Harvard staff, faculty, and students. For details, go to:

<http://lynda.harvard.edu>.

Careers as Individual Contributors

“Individual contributors” are typically specialists with deep expertise who manage their own projects with team members who aren’t direct reports. This session covers creative ways to maintain growth and development in two areas: functional expertise and interpersonal skills. Themes unique to the individual contributor role and options for career growth will be discussed.

Cost: \$50

Career Roadmaps

Through this comprehensive program, you will build an understanding of the career management process by looking inward, looking outward, and looking forward. This active 2-day class will cover self-assessment of values, interests, skills and reputation; workforce trends and identification of professional networks; and exploration of options and goal setting. A variety of assessment tools, individual reflection, and group discussion will be used.

Cost: \$100

Creating Your Best Resume

This workshop covers the general principles of creating an effective resume, including a discussion of common pitfalls that can prevent you from being selected for interviews. Examples will be used to highlight a clear, focused resume, targeted to specific skills and the experience sought by hiring managers. This session will provide an outline of best practices for writing resumes and participants are encouraged to use provided tools to continue their resume-writing process. (Individual resume review will not be part of the workshop).

Cost: \$25

Finding Your Coach or Mentor

Having a mentor or coach as a source of support and guidance at work can be beneficial to your professional growth and your career development. This session will discuss the elements of a successful mentoring or coaching relationship as well as steps for exploring your own goals and tips for establishing a working relationship.

Cost: \$25



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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.

Cost: \$0

Interviewing Skills for Candidates

This workshop will provide guidelines and practice which will help you successfully prepare for interviews. During this session, we will discuss different types of interviews (behavior-based, informational and phone); address what the hiring manager expects from candidates during job interviews, and strategize how best to answer potentially difficult interview questions.

Cost: \$25

LinkedIn for Your Career

In this lab-style class, learn to leverage your LinkedIn presence through an engaging profile. You will actively work in your personal account to develop a better understanding of how to use the site through profile development and maintenance, community and group communications. This workshop focuses on *individual* LinkedIn pages, rather than LinkedIn pages for a department, center, or an initiative.

Cost: \$50

Your Career Path (Webinar)

This webinar is for Harvard staff considering their next steps in their career journey at the University. This session will cover how work is distributed via our job functions, and what types of work can be found within our schools and units. We'll also look at options for moving up, moving across, and perhaps even moving down if it's the right path for you.

Cost: \$0