

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>.

Advanced Writing at Work

"This session focuses on: development/donor letters, human resource communications, grants, catalog text, and all other types of writing related to Harvard. Built on the lessons of "Writing at Work" and "Editing and Proofreading," this interactive, practical workshop combines hands-on crafting with small group and peer editing/coaching.

Cost: \$75

Communicating at Work

In a workplace culture overly-dependent on voicemail and email, many of us have forgotten key elements of effective, meaningful, verbal communication. In this session, we will explore active listening, appropriate and helpful body language and tone, as well as connecting and communicating with style and grace while under pressure.

Cost: \$50

Difficult Conversations

This class combines in-class exercises and discussions to help you understand the fundamentals of a "difficult conversation" utilizing the required pre-reading of the book Difficult Conversations authored by members of the Harvard Program on Negotiation. The workshop will conclude with participants preparing for, and having practiced, their own difficult conversation by leveraging learning-partners in the session.

Cost: \$75

Editing and Proofreading

Given editing requires creativity, sensitivity, and solid writing-knowledge, this session explores tools for editing your own work and the work of others. The class combines the "practice" and the "politics" of editing and proofreading, helping participants build their toolboxes and providing strategies for giving feedback.

Note: Participants are welcome to bring a sample of work needing editing or proofreading, yet not all samples will be addressed in class or by the instructor.

Cost: \$75



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Introduction to Presentation Skills

The first day of this two-day workshop, will explore essential elements of effective presentations, including: organization, vocal delivery, physical presence, overcoming nervousness, using visual aids, as well as engaging and holding the audience's attention. You will practice with a short (60-90 seconds) presentation. The second day you will apply new skills by delivering a 3-5 minute presentation on the topic of your choice. Video recorded and reviewed in class, these presentations become the learning tools that enable immediate feedback on strengths and areas for improvement.

Cost: \$75

Managing Multiple Bosses

In this workshop, you will practice skills to improve your communication and problem-solving strategies with multiple managers. Through the in class exercises, you will practice separating the people from the problem and leave with new techniques to apply.

Cost: \$50

Managing Up

This workshop will cover tools and techniques to empower you as an effective communicator with your manager based on the [HBR Guide to Managing Up and Across](#). Topics covered include style differences, setting clear expectations, and managing your professional development.

Cost: \$50

Power, Influence, and Negotiation

While referencing required pre-reading of the book [Beyond Reason](#) by Roger Fisher and Daniel Shapiro as well as Roger Fisher and William Ury's [Getting to Yes](#), participants will be exposed to the benefits of working with emotions during negotiations and developing win-win solutions. This 2-day class explores theories through readings, video clips, case studies, and practical applications.

Cost: \$75

The Power of a Positive No

This session will explore challenges behind saying "no" and potential risks, impact, and feelings that prevent us from being honest. Learn how to say "yes" to yourself by identifying what is important and work towards a positive, respectful outcome at work or at home. This course is based on the Harvard Negotiation Program Co-founder's book: [The Power of a Positive No](#), which will be sent as pre-work.

Cost: \$50

Writing at Work

This workshop provides tools for making the writing process manageable, the writer more confident, and the final product more professional. You will build a toolbox of strategies for preparing to write and for structuring language.

Cost: \$75