

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>.

Building Your Employee's Engagement

This workshop will provide a common understanding of engagement and how you as a manager can foster engagement among individuals and your team. You will have the opportunity to learn tools, tips, and techniques to help you build and sustain employee engagement by learning best practices and developing a coaching approach to your role as manager.

Cost: \$25

Embracing Change

“Embracing Change” is a University-wide core competency that all Harvard employees are expected to develop and demonstrate. This session is designed to help you thrive during times of change, and proactively problem-solve to generate innovative responses. In this hands-on workshop, you will identify opportunities for change within your department or School and learn creative problem solving approaches to translate those new ideas into action.

Cost: \$25

Engaging Conversations

This session explores essential tools for conversations including how to be reflective about your approach to conversation and how to balance advocacy and inquiry in the moment. The purpose of this session is to prepare you to engage in conversations more frequently and productively.

Cost: \$25

Making the Most of Feedback

This session will reference the book [Thanks for the Feedback](#) to explore the importance of receiving feedback with a growth mindset and identify triggers that can cause us to shut down. We'll discuss emotional components of the process and the impact it has on us as professionals.

Cost: \$25



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Your Career Check-Up

Give your career a “check-up” by using an easy-to-follow model for career management and a simple career audit. An overview of your career is made manageable by dividing up the process into sections with specific steps for reflection and planning. In the session you will hear about specific Harvard resources to help you keep your career healthy and “on track.”

Cost: \$25

What Drives You

In this workshop, you will develop an awareness of motivators: highlighting personal strengths and needs necessary for becoming more engaged in your role. This session also combines classroom discussion and practice, with online- tools, assessments, videos, and coursework.

Cost: \$25