



HARVARD

Human Resources

CENTER FOR WORKPLACE DEVELOPMENT

PRODUCTIVITY 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>.

Excelling as a New Assistant

This workshop is designed for newer support staff in their role less than six months. Key topics include: communication skills, organizational awareness, working with your boss(es), as well as an introduction to the important skill of managing up.

Cost: \$50

Getting Organized

This workshop will help you tackle your time and space management challenges. Through this personalized approach, you will create an organizational system that works with your innate preferences. Using David Allen's book, Getting Things Done, as a model, you'll start a process that suits your needs for managing your priorities and simplify your life at work and home.

Cost: \$50

Process Design that Saves Time

This course focuses on learning process improvement tools and techniques that you will be able to implement with your team or department. This hands-on approach will follow a process through three-rounds of discovery and redesign. You will also have the opportunity to apply the tools and concepts to one of your current processes.

Cost: \$50

Project Management

In this introductory workshop, you will learn and apply a framework to initiate, define, plan, and schedule a project. This course is intended for people leading a project who have little or no formal training in the project management process seeking an introduction to key concepts. Through this hands-on approach you apply tools and techniques and develop a project plan.

Note: this workshop does *not* teach the use of project management software. Please see our offering of Microsoft Project for information on that topic.

Cost: \$50

Stress-Free Productivity

This workshop will reference the principle of Kaizen, which uses small steps for continual improvement in habits and processes. Increase your personal effectiveness - recognizing that building on incremental, continuous improvements may help you win your war with productivity.

Cost: \$50