EXPLORE | LEARN | DEVELOP | GROW

CENTER FOR WORKPLACE DEVELOPMENT

JULY - SEPTEMBER 2018

CAREER & PROFESSIONAL DEVELOPMENT

Career Development
- Career Roadmaps (2-day course)
- Creating Your Best Resume
- How to Network at Harvard
- How to Prepare as an Internal Candidate
- Interviewing Skills for Candidates

Communication
- Communicating at Work
- Difficult Conversations
- Email for Action
- The Power of a Positive No

Engagement
- Enabling a Culture of Speaking Up
- Speaking Up at Harvard

Managing at Harvard
- Communicating at Work for Managers
- Universal Manager Training (3-day course)

Productivity
- Project Management

COMPUTER

Desktop Publishing
- Advanced Photoshop
- Introduction to InDesign (2-day course)
- Introduction to Photoshop

Spreadsheets
- Advanced Excel
- Introduction to Excel
- Intermediate Excel

Web Development
- Introduction to HTML
- Introduction to WordPress

FINANCIAL MANAGEMENT

Financial Systems
- HCOM: Purchasing and Receiving
- HUBS SmartView Analytics
- Intro to the Ad Hoc Data Model
- Oracle BI Tools Training

Financial Management
- Chart of Accounts
- Ethics and Accountability

HARVARD BRIDGE COURSES

Advanced Pronunciation
- Beginning, Intermediate, and Advanced Computer
- Citizenship Preparation
- English
- Grammar and Writing in the Workplace
- High School Diploma Preparation
- Tutoring

Questions?
Please contact us!
Center for Workplace Development
training@harvard.edu
or 617-495-4895

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