Click on the class title for full details on the Harvard Training Portal

**Bridge Program**

*Providing employees with skills and confidence in their current roles to meet career goals and prosper in their personal lives.*

- Citizenship Preparation
- Computer and Digital Literacy Skills
- Email in the Workplace
- English for Speakers of Other Languages (ESOL)
- High School Diploma Preparation
- Pronunciation Skills

For more information about Bridge classes, click here or email: ohr_bridge@harvard.edu

**Career Development**

- A Mid-Career Check-In (grade 57+)
- Boost Your Networking Confidence
- Cover Letters Do Count!
- How to Future-Proof Your Career
- Quick Tips For Effective Resumes **In-person and virtual options**
- Write a LinkedIn Profile that Works for You!

All classes are available to Harvard benefits-eligible faculty, post-docs and staff at no cost.

*Check class description for registration deadline and pre-work.

All Communication, Managing, Productivity, Resiliency, and EDIB classes have a registration deadline of one-week prior to the class date.

All classes are offered as live virtual unless otherwise noted.

*Hybrid* indicates mix of in-person and virtual format.

**Late-Cancellation and "No Show" Policy**

Cancellations less than 3-days prior to the class, and no-show participants will incur a $75 fee that is billed to the participant’s department. **Exclusions**: Bridge, Career, and Learning Experience Design classes.

**Communication**

- Editing and Proofreading
- Effective Negotiation Skills
- Email for Action
- Influencing Without Authority
- Navigating Difficult Conversations
- So You Want to Be a Manager
- The Power of a Positive No

**EDIB Academy**

- The Equity Diversity Inclusion and Belonging (EDIB) Academy will resume enrollment in the fall with the full suite of offerings.

**Learning Experience Design**

- Local Creators Network (LCN) Self-Paced Online Course Development Workshop

**Managing at Harvard**

- Effective Approaches for Return-to-Campus Conversations: Webinar **New!**
- Managing in a Hybrid Work Environment **Hybrid**
- Motivating and Retaining your Team **Hybrid**
- Universal Manager Training (3 Day Course)

**Productivity**

- Design Thinking Mindset
- Enriching Engagement and Preventing Burnout
- Managing Competing Priorities
- Navigating Change

**Resiliency**

Recommended order to complete:

- Optimism
- Mental Agility
- Self-Regulation
- Connection

**Resources**

- Anti-Racism Resources Harvard
- Harvard Internal Professional Pathways
- ManageMentor
- LinkedIn Learning
- Tips for Managing a Hybrid Team

Questions? Please email us at training@harvard.edu or visit our [website](mailto:training@harvard.edu) July - August 2022