

# CENTER FOR WORKPLACE DEVELOPMENT

JULY - DEC. 2019



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Questions? Please contact us!  
Center for Workplace Development  
[training@harvard.edu](mailto:training@harvard.edu)  
617-495-4895

## CAREER & PROFESSIONAL DEVELOPMENT

### Career Development

Career Roadmaps (2-full days)  
Creating Effective Resumes and  
LinkedIn Profiles  
How to Network at Harvard  
How to Prepare as an Internal Candidate  
Interviewing Skills for Candidates  
What Drives Your Career

### Communication

Communicating at Work  
Difficult Conversations  
Editing and Proofreading  
Email for Action  
Leading for Non-Managers  
Introduction to Presentation Skills  
Managing Up  
Making the Most of Feedback  
Power, Influence and Negotiation  
(2-half days)  
The Power of a Positive No  
Writing at Work

### Engagement

Enabling a Culture of Speaking Up  
Inclusion for Innovation and Engagement  
for Employees  
Inclusion for Innovation and Engagement  
for Managers  
Speaking Up at Harvard

### Innovation

Collaboration Mindset  
Design Thinking Mindset  
Process Improvement Mindset

### Productivity

Excelling as an Assistant  
Managing Competing Priorities  
Project Management  
Start Your Process Redesign  
Stress-Free Productivity

## Managing at Harvard

Becoming a Coaching Manager  
Communicating at Work for Managers  
Fostering Trust and Transparency  
Interviewing Skills for Hiring Managers  
Managing a Team  
Universal Manager Training (3-half days)

## COMPUTER CLASSES

Excel: Introduction, Intermediate, Advanced  
Photoshop: Introduction, Advanced  
Intermediate PowerPoint  
Introduction to HTML  
Introduction to WordPress  
Introduction to InDesign (2-full days)  
Introduction to Illustrator (2-full days)

## ONLINE LEARNING

### Harvard Training Portal

The Harvard Training Portal brings together all of your compliance and professional development in one modern platform. There are hundreds of courses available to you at any time. For course information please visit: <https://trainingportal.harvard.edu>

### LinkedIn Learning (Formerly Lynda.com)

Over 200 Lynda courses are available via the [Harvard Training Portal](http://trainingportal.harvard.edu). To access the full catalog please visit: <http://lynda.harvard.edu>

### Harvard ManageMentor

Harvard ManageMentor® is on-demand content brought to you by Harvard Business Publishing. Harvard ManageMentor content is available via the Harvard Training Portal.

## FINANCIAL MANAGEMENT

Ethics and Internal Controls  
Fraud and the Workplace  
Overview of Harvard University Finances

## HARVARD BRIDGE PROGRAM

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

To register for Harvard Bridge courses, please call 617-496-2216 or email [tamara\\_suttle@harvard.edu](mailto:tamara_suttle@harvard.edu)

## HARVARD INTERNAL PROFESSIONAL PATHWAYS

**Service and Trade Employees!**  
Join the Harvard Internal Professional Pathways Program to:

- ✓ Identify your career goals
- ✓ Improve your critical thinking
- ✓ Improve your problem solving skills
- ✓ Learn Harvard's top requested communication and technical skills
- ✓ Build your professional reputation
- ✓ Realize your strengths and potential

**LEARN, FOCUS, PREPARE, INSPIRE**

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**Unless otherwise noted, please register using the Harvard Training Portal at: [trainingportal.harvard.edu](http://trainingportal.harvard.edu)**

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