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 & 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
Building Resilience into Your Career
February 11
April 7

Expanding Your Career Network
January 27
March 16

Quick Tips for Effective Resumes
January 14
March 9
May 26

Tap into the Potential of Your Unique Strengths* New
March 4
May 14

Unlock the Power of LinkedIn
February 23
April 14
June 3

Communication
Editing and Proofreading
February 9
March 30

Email for Action
January 27
March 25

How to Use Social Media at Harvard
January 28
March 18

Influencing Without Authority
February 11
May 12

Leadership Session: Reflecting, Influencing and Taking Action New - Up to Grade 56
March 4, 11, 18, 25

Managing Competing Priorities During Quarantine New
February 25
April 6
May 26

The Power of a Positive No
February 24
March 24

Online Learning
Harvard ManageMentor
Interactive online modules that address everyday workplace challenges.

LinkedIn Learning
Thousands of self-paced online courses in software, technology, communication, and creative skills in business.

All classes are available to Harvard faculty and staff at no cost

*Check course description for registration deadline and potential pre-work

Managing at Harvard
Enabling a Culture of Speaking Up* January 26
Manager’s Community Forum* February 10
April 28

Managing Engagement and Burnout in the Covid Era* June 17
Managing Performance and Supporting Employees in the Covid Era* May 6

Team Dynamics in the Covid Era* April 6

Universal Manager Training* Jan 6, 13, 20 Feb 23, Mar 2, 9 Mar 31, Apr 7, 14 Apr 27, May 4, 11 June 1, 8, 15

Productivity
Design Thinking Mindset February 3
May 12

Navigating Change January 21
March 10

Planning During Uncertain Times February 10

Resiliency
Recommended order to complete:

Optimism January 14
February 23
March 16
April 29

Mental Agility January 20
March 2
April 1
May 13

Self-Regulation January 26
March 16
April 7
May 4

Connection February 2
March 23
April 14
May 20
Diversity, Inclusion & Belonging (DIB)

Diversity Inclusion and Belonging (DIB) Academy:

The Center for Workplace Development (CWD) is proud to announce the launch of the year-long pilot of DIB Academy. This six-session (6) curriculum explores diversity, inclusion, identity, and biases, and uncovers how power and privilege impact people, policies, procedures, and practices. Participation in the DIB Academy will increase your ability to contribute to Harvard’s mission to be the world’s recognized leader in inclusive excellence by fostering a culture where everyone can thrive.

1. Introduction to Diversity, Inclusion, and Belonging
2. Understanding Unconscious Bias (dates TBD)
3. Power and Privilege (dates TBD)
4. Microaggressions (dates TBD)
5. Anti-Black Racism (dates TBD)
6. Allyship (dates TBD)

DIB Academy is available at no cost to all Harvard benefits-eligible staff and faculty. Participants will take workshops in the order shown above, as each serves as a prerequisite to the session that follows.

Introduction to DIB

This virtual workshop’s duration is 3.5 hours, 10:30-2:00 with a break from 12:00-12:30. It is the first workshop in the series, designed to start you on the journey, or support your journey, to become more culturally confident. The goal is to gain knowledge and strategies to enhance inclusion and belonging at Harvard and in your daily interactions.

In this workshop, you will increase your level of confidence in:

• Beginning to understand important DIB concepts
• Exploring the complexity of identity - yours and that of others
• Knowing your level of diversity awareness
• Applying greater cultural awareness to manage bias
• Creating a personal action plan to enhance your diversity awareness and assist in creating a culture of inclusion

Pre-work: participants are expected to complete one assessment, read an article, and familiarize themselves with the Pulse Survey report. Pre-work is emailed a week before the class.

Sessions:
February 17
February 23
March 2
March 9
March 16
March 23
March 30
April 6
April 13
April 20
April 27
May 4
May 11
May 18
May 25
June 8
June 15

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