The Center for Workplace Development

SUMMER EDITION 2021

Career Development

Cover Letters Do Count! *New
   July 20
   August 17

Quick Tips for Effective Resumes
   July 14
   August 12

Tap into the Potential of Your Unique Strengths*
   July 13
   August 20

Unlock the Power of LinkedIn
   August 18

Write a LinkedIn Profile that Works for You!* *New
   July 21

Diversity, Inclusion & Belonging (DIB)

Introduction to DIB*
   July 21
   July 27

Understanding Unconscious Bias*
   July 19

Anti-Racism Resources for the Workplace
   Learn how to understand and dismantle racism in the workplace.

Managing at Harvard

Becoming a Coaching Manager*
   July 27 and August 10

Leading People* *New
   July 22

Manager’s Community Forum*
   August 5

Managing Engagement and Burnout in the Covid Era*
   August 3

Universal Manager Training*
   July 14, 21, 28

Resiliency

Recommended order to complete:

Optimism
   June 8
   August 4

Mental Agility
   June 16
   August 5

Self-Regulation
   June 22
   August 11

Connection
   June 29
   August 18

Communication/ Productivity

How to Use Social Media at Harvard
   July 20

Influencing Without Authority
   June 10
   August 10

Managing Competing Priorities
   June 17
   August 12

Online Learning

Harvard ManageMentor
Interactive online modules that address everyday workplace challenges.

Harvard Training Portal
HTP brings together all of your compliance and professional development in one modern platform.

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

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

*Check course description for registration deadline and pre-work