CENTER FOR WORKPLACE DEVELOPMENT

OCTOBER - DECEMBER 2018

EXPLORE | LEARN | DEVELOP | GROW

CAREER & PROFESSIONAL DEVELOPMENT

Career Development
Career Roadmaps (2-day course)
How to Prepare as an Internal Candidate
What Drives Your Career

Communication
Communicating at Work
Difficult Conversations
Editing and Proofreading
Email for Action
Introduction to Presentation Skills
Managing Up
Power, Influence and Negotiation
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

Managing at Harvard
Becoming a Coaching Manager
Fostering Trust and Transparency
Interviewing Skills for Hiring Managers
Managing a Team
Universal Manager Training (3-day course)

Productivity
Project Management
Start Your Process Redesign
Stress-Free Productivity

COMPUTER

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

Spreadsheets
Advanced Excel
Introduction to Excel
Intermediate Excel

Presentation Graphics
Introduction to PowerPoint
Productivity Tools
Microsoft SharePoint

FINANCIAL MANAGEMENT

Financial Systems
HCOM: Purchasing and Receiving
Processing Reimbursements with Concur

Financial Management
Chart of Accounts

HARVARD BRIDGE COURSES

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

For Service and Trade Employees:
Join the Career & Professional Development Program:
✓ 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

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