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

Managing at Harvard

- Becoming a Coaching Manager*
- Executive Universal Manager Training* (grade 61+)
- Fostering Trust and Transparency
- Leading People* Hybrid
- Managing Engagement and Burnout Hybrid
- Managing in a Hybrid Work Environment Hybrid
- Motivating and Retaining your Team New and Hybrid (In-person and virtual offerings)
- Universal Manager Training (3 Day Course)

Career Development

- A Mid-Career Check-In (grade 57+) New
- Boost Your Networking Confidence New
- Cover Letters Do Count!
- Finding Renewed Focus on Your Career
- How to Future-Proof Your Career New
- Quick Tips For Effective Resumes
- Reimagining Retirement: Planning for Your Third Act (2-day course) New
- Tap Into the Potential of Your Unique Strengths*
- Write a LinkedIn Profile that Works for You!

Communication

- Editing and Proofreading
- Effective Negotiation Skills
- Email for Action
- How to use Social Media at Harvard
- Influencing Without Authority Hybrid
- Navigating Difficult Conversations
- So You Want to Be a Manager New
- The Power of a Positive No

Learning Experience Design

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

Productivity

- Design Thinking Mindset
- Enriching Engagement and Preventing Burnout
- Managing Competing Priorities
- Navigating Change
- Succeeding in a Hybrid Work Environment New

Resiliency

Recommended order to complete:

- Optimism
- Mental Agility
- Self-Regulation
- Connection

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 DIB classes have a registration deadline of one-week prior.

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.

Questions? Please email us at training@harvard.edu or visit our website

January - June 2022
DIB Academy

This six-session 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*
3. The Intersection of Power, Privilege and Oppression*
4. Microaggressions*
5. Anti-Black Racism* New
6. Allyship* New

Participants will take workshops in the order shown above, as each serves as a prerequisite to the session that follows.

*Please check the Harvard Training Portal periodically as additional workshops will be added to the schedule.

Additional Resources

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

**Harvard Internal Professional Pathways**
A customized skill building program that is designed to promote upward mobility.

**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.

**Tips For Managing a Hybrid Team**
The CWD has a new pre-recorded webinar for managers who are trying out new hybrid work models in the coming months.

**Questions?** Please email us at training@harvard.edu or visit our [website](#)