Click on the class title for full details on the Harvard Training Portal

**Bridge Program**
*Providing employees with skills and confidence in their current roles to meet career goals and prosper in their personal lives.*

- Business Writing
- Citizenship Preparation
- Computer and Digital Literacy Skills
- 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**

- A Mid-Career Check-In (grade 57+)
- Boost Your Networking Confidence
- Cover Letters Do Count!
- Navigating Your Career at Harvard: What you need to Know New!
- Quick Tips For Effective Resumes
- Reactive to Proactive: Design Your Personal Career Toolkit New!
- Reimagining Retirement: Planning for Your Third Act (2-day course)
- Tap Into the Potential of Your Unique Strengths*
- Write a LinkedIn Profile that Works for You!

**Equity, Diversity, Inclusion, and Belonging (EDIB)**

- Between the Lines: Discerning and Mitigating Bias in the Selection Process
- EDIB Academy Series

**Learning Experience Design**

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

**Managing at Harvard**

- Becoming a Coaching Manager* (2 Day Course)
- Managing in a Hybrid Work Environment Hybrid
- Motivating and Retaining your Team
- Universal Manager Training (3 Day Course)

**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 EDIB 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.

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**Resources**

- Anti-Racism Resources
- Harvard ManageMentor
- LinkedIn Learning
- Tips For Managing a Hybrid Team

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

Sept. - Dec. 2022