



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.

- 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

Career Development

- A Mid-Career Check-In (grade 57+)
- Boost Your Networking Confidence
- Cover Letters Do Count!
- How to Future-Proof Your Career
- Quick Tips For Effective Resumes *In-person and virtual options*
- Write a LinkedIn Profile that Works for You!

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 to the class date.

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.

Communication

- Editing and Proofreading
- Effective Negotiation Skills
- Email for Action
- Influencing Without Authority
- Navigating Difficult Conversations
- So You Want to Be a Manager
- The Power of a Positive No

EDIB Academy

- *The Equity Diversity Inclusion and Belonging (EDIB) Academy will resume enrollment in the fall with the full suite of offerings.*

Learning Experience Design

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

Managing at Harvard

- Effective Approaches for Return-to-Campus Conversations: Webinar *New!*
- Managing in a Hybrid Work Environment *Hybrid*
- Motivating and Retaining your Team *Hybrid*
- Universal Manager Training (3 Day Course)

Productivity

- Design Thinking Mindset
- Enriching Engagement and Preventing Burnout
- Managing Competing Priorities
- Navigating Change

Resiliency

- Recommended order to complete:
- Optimism
 - Mental Agility
 - Self-Regulation
 - Connection

Resources

[Anti-Racism Resources Harvard](#)
[Harvard Internal Professional Pathways](#)
[ManageMentor](#)
[LinkedIn Learning](#)
[Tips for Managing a Hybrid Team](#)