



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!

Communication

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

Resources

[Anti-Racism Resources](#)

[Harvard ManageMentor](#)

[LinkedIn Learning](#)

[Tips For Managing a Hybrid Team](#)

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.