Career Development
Career Roadmaps (2-day course)
Creating Effective Resumes and LinkedIn Profiles
How to Network at Harvard
How to Prepare as an Internal Candidate
Interviewing Skills for Candidates
What Drives Your Career

Communication
Communicating at Work
Difficult Conversations
Editing and Proofreading
Email for Action
Introduction to Presentation Skills
Managing Up
Making the Most of Feedback
Power, Influence and Negotiation (2-day course)
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
Managing at Harvard
Becoming a Coaching Manager
Creating a Strategic Plan
Fostering Trust and Transparency
Interviewing Skills for Hiring Managers
Managing a Team
So You Want to be a Manager? *
Succession Management
Universal Manager Training (3-day course)
(*coming this spring)

Innovation
Collaboration Mindset
Design Thinking Mindset
Process Improvement Mindset

Productivity
Excelling as an Assistant
Project Management
Start Your Process Redesign
Stress-Free Productivity

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

Spreadsheets
Advanced Excel
Introduction to Excel
Intermediate Excel

Presentation Graphics
Intermediate PowerPoint

Web Development
Introduction to HTML
Introduction to WordPress

Chart of Accounts
Ethics and Accountability
Fraud and the Workplace
Overview of Harvard University Finances*
Processing Reimbursements with Concur

Questions? Please contact us!
Center for Workplace Development
training@harvard.edu
617-495-4895

*coming this spring

Register at trainingportal.harvard.edu

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