## 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 & 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

**Building Resilience into Your Career**
- February 11
- April 7

**Expanding Your Career Network**
- January 27
- March 16

**Quick Tips for Effective Resumes**
- January 14
- March 9
- May 26

**Tap into the Potential of Your Unique Strengths**
- March 4
- May 14

**Unlock the Power of LinkedIn**
- February 23
- April 14
- June 3

All classes are available to Harvard faculty and staff at no cost.

## Communication

**Editing and Proofreading**
- February 9
- March 30

**Email for Action**
- January 27
- March 25

**How to Use Social Media at Harvard**
- January 28
- March 17

**Influencing Without Authority**
- February 11
- May 12

**Leadership Session: Reflecting, Influencing and Taking Action New - Up to Grade 56**
- March 4, 11, 18, 25

**Managing Competing Priorities During Quarantine New**
- February 25
- April 6
- May 26

**The Power of a Positive No**
- February 24
- March 24

## Productivity

**Design Thinking Mindset**
- February 3
- May 12

**Navigating Change**
- January 21
- March 10

**Planning During Uncertain Times**
- February 10

## Resiliency

**Recommended order to complete:**

**Optimism**
- January 14
- February 23
- March 16
- April 29

**Mental Agility**
- January 20
- March 2
- April 1
- May 13

**Self-Regulation**
- January 26
- March 16
- April 7
- May 4

**Connection**
- February 2
- March 23
- April 14
- May 20

*Check course description for registration deadline and potential pre-work.

## Online Learning

**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.
Diversity, Inclusion & Belonging (DIB)

Diversity Inclusion and Belonging (DIB) Academy:

The Center for Workplace Development (CWD) is proud to announce the launch of the year-long pilot of DIB Academy. This six-session (6) 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 (dates TBD)
3. Power and Privilege (dates TBD)
4. Microaggressions (dates TBD)
5. Anti-Black Racism (dates TBD)
6. Allyship (dates TBD)

DIB Academy is available at no cost to all Harvard benefits-eligible staff and faculty. Participants will take workshops in the order shown above, as each serves as a prerequisite to the session that follows.

Introduction to DIB

This virtual workshop’s duration is 3.5 hours, 10:30-2:00 with a break from 12:00-12:30. It is the first workshop in the series, designed to start you on the journey, or support your journey, to become more culturally confident. The goal is to gain knowledge and strategies to enhance inclusion and belonging at Harvard and in your daily interactions.

In this workshop, you will increase your level of confidence in:

- Beginning to understand important DIB concepts
- Exploring the complexity of identity - yours and that of others
- Knowing your level of diversity awareness
- Applying greater cultural awareness to manage bias
- Creating a personal action plan to enhance your diversity awareness and assist in creating a culture of inclusion

Pre-work: participants are expected to complete one assessment, read an article, and familiarize themselves with the Pulse Survey report. Pre-work is emailed a week before the class.

Sessions:
- February 17
- February 23
- March 2
- March 9
- March 16
- March 23
- March 30
- April 6
- April 13
- April 20
- April 27
- May 4
- May 11
- May 18
- May 25
- June 8
- June 15

last updated: 2021-02-09