

HLC Manager Resources

Employee Development

The HLC Office of Employee Development and Wellness (EDW), the Center for Workplace Development (CWD) and the Office of Work/Life offer a variety of free trainings to managers and staff. You can find a complete list of upcoming programs by referencing the following programming flyers:

- *EDW Monthly Programming Flyer*
- *CWD Programming Flyer*
- *Office of Work/Life Programming Flyer*

For other learning opportunities, we encourage you to check out the following resources:

Managers:

*Self-paced Learning Opportunities for Managers
Manager Resources and Professional Development*

Staff:

*Self-paced Learning Opportunities for Staff
DIB and Remote Resources for Staff*

Manager & Employee Resources

Managing Now

If you need assistance with real time management issues such as maintaining personal connections or preventing burnout, *click here* to check out the Managing Now section of Harvie.

Human Resources

Human Resources is here to be a resource for you. To find out more about the services available to you, visit your schools HR webpage.

SPH HMS HSDM

Leave of Absence

Benefits-eligible employees have a variety of options for Leaves of Absence. To learn more about the specific leaves and eligibility please head to the *HLC Leave of Absence site*.

Ombuds Office

The *Ombuds Office* helps all members of the community address issues affecting their work or studies. The Ombuds Office is independent by design and provides highly confidential, impartial, and informal support for clarifying concerns, identifying goals, and considering all options for managing or resolving issues. Services include conflict coaching; informal mediation; education about resources and policies; bringing systemic trends and issues to leadership; and training on topics including negotiation and conflict management, authorship best practices, and difficult conversations.

Employee Assistance Program

Harvard's EAP offers free, confidential help for all Harvard employees and their adult household members. You can reach the EAP any time for personal or work-related concerns at 877-EAP-HARV (877-327-4278). KGA also provides a wide variety of work/life consultations including, financial, legal, nutrition, elder care, child care, and career support during standard business hours. You can learn more about the EAP on *HARVie* or by visiting the *EAP's website* directly.

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Diversity, Inclusion & Belonging (DIB)

Visit Harvard's *DIB site* to access information about the following resources:

- Anonymous Reporting Hotline
- Employee Resource Groups
- Office for Dispute Resolution
- Office for Sexual Assault Prevention
- Title IV Office
- University Disability Resources

You can also find the following learning resources available for download:

DIB Glossary: Foundational Concepts
Gender Pronouns
Inclusive Dialogue Strategies

Inclusive Excellence Self-Planning Toolkit
Inclusive Meeting Guide

The HMS, SPH, and HSDM Offices of Diversity & Inclusion also offer a wealth of resources and information that can support you and your team. Visit each of their pages below to understand more about their offerings.

*SPH Office
of Diversity & Inclusion*

*HMS Office of Diversity,
Inclusion & Community
Partnerships*

*HSDM Office of
Diversity & Inclusion*

Future Workplace: Hybrid & Remote Work

To learn more about Harvard's new Flexwork Policy and Guidelines and to determine the best model for your team, we encourage you to reference the following resources:

- *Flexwork Policy*
- *Flexwork Guidelines*
- *Leading and Managing in a Hybrid Work Environment Toolkit*
- *Return to On-Campus Work FAQ's*
- *Work-Life Guidelines*