BRIDGE

Providing employees with skills and confidence in their current roles to meet career goals and prosper in their personal lives.

- Business Grammar for Non-Native Speakers
- Email in the Workplace (Bridge Program)
- Communicating with Confidence
- Pronunciation Skills

For more information about Bridge classes, including ESOL & Digital Literacy classes, email ohr_bridge@harvard.edu

LEARNING EXPERIENCE DESIGN (LXD)

- LXD Skills Primers Self-Paced
- Online Course Design and Development

Additional opportunities to explore LXD concepts and best practices with other learning content creators across Harvard are offered through our Local Creators Network (LCN) programming. For more information: CWD_LearningArchitecture@harvard.edu

MANAGEMENT

- Best Practices to Create a Culture for Career Development
- Constructive Conversations and Feedback
- Dynamic Work Microlearning Series for Leaders Self-Paced
- Leadership Session: Team Effectiveness
- Manager's Community Forum Virtual & In-Person options
- Motivating and Retaining Your Team
- Supervisor Skills Training
- Universal Manager Training (UMT)

PRODUCTIVITY

- Collaboration Strategies NEW
- Design Thinking Mindset
- Facilitating Meetings
- Introduction to Project Management
- Managing Competing Priorities
- Succeeding in a Dynamic Work Environment
- Time Management Strategies NEW

Resources

- Dynamic Work
- Harvard ManageMentor
- LinkedIn Learning
- For courses on Equity, Diversity, Inclusion, and Belonging (EDIB), refer to the EDIB Academy flyer

All classes are available to Harvard benefits-eligible faculty, post-docs and staff at no cost. Exception: Departments pay a fee for staff participation in Bridge classes. email ohr_bridge@harvard.edu for more information.

Upon registration you will be asked to enter your department's 33-digit billing code (excluding Bridge). There is no fee for attending, however, a $75 fee will be incurred to your department for not attending, or cancelling less than 3 days prior to the class.

Check class description for registration deadline and pre-work. All Communication, LXD, Management, and Productivity classes have a registration deadline of one-week prior.

All classes are offered as live virtual unless otherwise noted.