



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



CAREER

- [A Mid-Career Check In \(grade 57+\)](#)
- [Boost your Harvard Career With LinkedIn](#) **NEW**
- [Career Check Up: Assess and Plan for the Future](#) **NEW**
- [Career Resilience: Future Proofing Your Path](#) **NEW**
- [Developing a Digital Career Mindset](#)
- [Discover What's Next for Your Career](#)
- [Having a Career Conversation with Your Manager](#) **NEW**
- [Identifying Career Mentors](#)
- [Navigating Your Career at Harvard: What You Need to Know](#) **Virtual & In-Person options**
- [Quick Tips for Effective Resumes and Cover Letters](#)
- [Reimagining Retirement: Preparing for Your Next Act](#)
- [So You Want to be a Manager](#)



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**



COMMUNICATION

- [Editing and Proofreading](#)
- [Effective Negotiation Skills](#)
- [Email for Action](#)
- [Engaging Your Virtual Audience](#) **NEW**
- [Giving and Receiving Feedback](#)
- [Influencing Without Authority](#)
- [Insights for Communicating at Work](#) **Virtual & In-Person options**
- [Navigating Difficult Conversations](#) **Virtual & In-Person options**
- [The Power of a Positive No](#)



- 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.



Resources



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