

LEARNING LAUNCHPAD

GENERAL EMPLOYEE CAREER SUCCESS

HLS HR

If you are a new or current HLS employee looking for ways to improve your skillset, check out these recommended courses and resources around career skill building at HLS.

# Courses at Harvard



### [Succeeding in a Hybrid Work Environment](https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/app/me/learningeventdetail/cours000000000023807?returnurl=common%2Fsearchresults%2Fsucceeding%20in%20a%20hybrid%20work%20environment%2FALL)

Learn how to navigate and succeed in a post-pandemic hybrid work environment. Explore how a hybrid environment impacts work, relationships, and stakeholders. This requires potentially new and different ways to communicate and collaborate.

### [Managing Competing Priorities](https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/app/me/learningeventdetail/cours000000000021701?returnurl=common%2Fsearchresults%2Fmanaging%20competing%20prioritie%2FALL)

Build skills in communication, boundary and expectation setting, so you can accomplish your most important priorities effectively.

[**Tap into the Potential of Your Unique Strengths**](https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/app/me/learningeventdetail/cours000000000021681?regId=regdw000000000913163)

This course uses the VIA (Values in Action Inventory) Character Strengths assessment to identify your top strengths that contribute to your unique personality. During the session we will explore: the six facets of character strengths; identify specific examples of your tops strengths and set goals for promoting your strengths.

# LinkedIn Learning

[**Being** **an Effective Team Member**](https://www.linkedin.com/learning/being-an-effective-team-member/the-power-of-teams?autoplay=true&u=2194065)

[**One-Minute Habits for Hybrid and Remote Working Success**](https://www.linkedin.com/learning/one-minute-habits-for-hybrid-and-remote-working-success/making-success-a-habit?autoplay=true&u=2194065)

# Communities & Resources



[**Employee Assistance Program**](https://hr.harvard.edu/employee-assistance-program)| Get free, confidential help for all areas of your life. [**Tuition Assistance Program**](https://hr.harvard.edu/tuition-assistance)| Take a Harvard Extension School course for only $40. [**Hybrid Work Best Practices**](https://hls.harvard.edu/content/uploads/2021/08/HLS-HR-Hybrid-Work-Best-Practices.pdf)| Check out our HR Team's tips & tricks for making hybrid work successful.



LEARNING LAUNCHPAD

NEW MANAGERS

HLS HR

If you are a new manager or a manager new to Harvard, check out these recommended courses and resources around management at HLS.

# Courses at Harvard



### [Universal Manager Training Program (UMT)](https://hr.harvard.edu/universal-manager-training-program)

This training is a multiday program designed to give managers at Harvard everything they need to know and do in their role.

### [Managing in a Hybrid Work Environment](https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/app/me/learningeventdetail/cours000000000023201?returnurl=common%2Fsearchresults%2Fmanaging%20in%20a%20hybrid%20environment%2FALL)

This course is designed to help managers learn ways to navigate and maintain any post-pandemic hybrid work environment they are working in. Managers will explore how a hybrid work environment impacts the team dynamic and calls upon new, possibly different ways to manage, communicate, and collaborate. This session will allow for some peer-to-peer discussion and learning about specific challenges from the group.

### [Leading People](https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/app/me/learningeventdetail/cours000000000023083?returnurl=common%2Fsearchresults%2Fleading%20people%2FALL)

A two part session that involves a self-paced online module followed by a facilitated session driven by the topics of operating with emotional intelligence, building trust, empowering others, and inspiring collaboration.

# LinkedIn Learning

[**New Manager Foundations**](https://www.linkedin.com/learning/new-manager-foundations-2/welcome?autoplay=true&u=2194065)

[**Facilitation Skills for Managers and Leaders**](https://www.linkedin.com/learning/facilitation-skills-for-managers-and-leaders/welcome?autoplay=true&u=2194065)

# Communities & Resources



[**Employee Assistance Program for Managers**](https://my.kgalifeservices.com/categories/managing-others)| Check out our EAP's specific support tools for managers.

**Leadership Coaching Services** | Talk to your [HRBP](https://hls.harvard.edu/dept/hr/about-us/find-your-human-resources-officer/) if you are interested in more personal training through the Center for Workplace Development



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CAREER DEVELOPMENT

HLS HR

If you are looking for a career shift or trying to take the next step up, check out these recommended courses and resources around career development at HLS.

# Courses at Harvard



### [Harvard Leadership Development Program](https://hr.harvard.edu/leadership-development)

A competency-based curriculum comprised of five separate programs to address the unique leadership development needs of employees at all levels: support staff, individual contributors, supervisors, mid- to senior-level managers and University executives.

### [Boost Your Networking Confidence](https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/app/me/learningeventdetail/cours000000000024886?returnurl=common%2Fsearchresults%2Fboost%20your%20networking%20confidence%2FALL)

This session will cover key components for successful professional networking, including your elevator pitch, and multiple breakout room opportunities to practice networking.

### [Quick Tips for Effective Resumes](https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/app/me/learningeventdetail%3Bspf-url%3Dcommon%2Fledetail%2Fcours000000000020243%3FfromAutoSuggest%3Dtrue)

A quick and efficient overview of the key elements to consider when creating an effective resume, and an open Q & A to respond to your specific questions about resumes

# LinkedIn Learning

[**Finding** **Your Perfect Career Fit**](https://www.linkedin.com/learning/find-your-perfect-career-fit/ask-when-have-you-seen-me-at-my-best-14347572?autoplay=true&u=2194065)

[**Leveraging Your Transferable Skills to Drive Your Career**](https://www.linkedin.com/learning/leveraging-your-transferable-skills-to-drive-your-career?u=2194065)

# Communities & Resources



[**Emerging Leaders Program**](https://hls.harvard.edu/staff/emerging-leaders/)| An HLS based program that connects, educates, and empowers Harvard Law School staff to grow as effective leaders through one-on-one mentoring, educational sessions, and community service.

[**Harvard Resources for Internal Candidates**](https://hr.harvard.edu/resources-internal-candidates)| An assortment of classes and tools available to current staff to help you get ready for your next position

[**Networking** **at Harvard**](https://hr.harvard.edu/networking)| At Harvard, networking events and employee groups offer opportunities for staff to meet and form connections with others that could result in new career opportunities



LEARNING LAUNCHPAD

COMMUNICATIONS

HLS HR

If you have a role in communications, web design or are looking to build your skills in these areas, check out these recommended courses and resources around communications at HLS.

# Courses at Harvard



### [Introduction to Digital Accessibility](https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/app/me/learningeventdetail/cours000000000018043?classId=virtc000000000013631)

This training introduces and explores basic concepts of digital accessibility and relevant [university policies including the Digital Accessibility Policy and the Accessible Technology Procurement and Development Policy.](https://accessibility.huit.harvard.edu/accessible-technology-procurement-and-development-policy)

### [Digital Accessibility for Content Creators](https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/app/me/learningeventdetail%3Bspf-url%3Dcommon%2Fledetail%2Fcours000000000016999%3FfromAutoSuggest%3Dtrue)

This training will introduce learners to digital accessibility, demonstrate its importance, and provide guidance around Harvard’s Digital Accessibility Policy. We will discuss best practices for creating accessible web content, and also for updating existing content to make it accessible to all users.

### [How to Use Social Media at Harvard](https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/app/me/learningeventdetail%3Bspf-url%3Dcommon%2Fledetail%2Fcours000000000020542%3FfromAutoSuggest%3Dtrue)

This course focuses on helping all Harvard staff members identify which platforms are appropriate for the Harvard related social media accounts they are managing while abiding by University guidelines and department affiliation at the same time.

# LinkedIn Learning

[**Creating** **a Communications Strategy**](https://www.linkedin.com/learning/creating-a-communications-strategy/strategic-communications?autoplay=true&u=2194065)[**Tips for Better Business Writing**](https://www.linkedin.com/learning/tips-for-better-business-writing/business-writing-strategies?autoplay=true&u=2194065)

# Communities & Resources



**HLS Website Colocation Group** | Reach out to HLS Communications to join the community of HLS staff who work on the HLS website.

**HLS Social Media Working Group** | Reach out to HLS Communications to join the community of HLS staff who have social media accounts with HLS.

[**Inclusive Content Creation & Delivery**](https://accessibility.harvard.edu/files/accessibility/files/inclusive_content_creation_and_delivery_08-03-2020.pdf?m=1603483905)| Check out this resource guide for creating inclusive content.



LEARNING LAUNCHPAD

EMPLOYEE WELLBEING

HLS HR

If you are looking to improve yourself outside of the work environment, take a moment to explore a variety of programs and resources available to you as an HLS employee.

# Programs at Harvard



### [Building Personal Resilience](https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/app/me/learningeventdetail/cours000000000020026?regId=regdw000000000725302)

A suite of workshops designed to help you strengthen your resiliency by learning and practicing cognitive science-based tools and techniques that foster greater “bounce- back” ability. You will experience how a positive and agile mindset, combined the ability to self-regulate, will bolster your capacity to communicate, manage conflict and act in productive ways in the midst of challenge and stress.

### [Office of Work/Life Programs](https://hr.harvard.edu/worklife)

Harvard’s Office of Work/Life supports the health, well-being and work/life integration of benefits-eligible faculty, staff and postdoctoral fellows as well as their spouses/partners and dependents. Check out their website for a list of their current programming around mindfulness, self-care, and more.

### [Harvard Center for Wellness](https://wellness.huhs.harvard.edu/group-classes)

Whether you are exploring new ways to enjoy physical activity, restore balance to your life, or better manage stress, we have the class for you.

### [Shutting Down:](https://my.kgalifeservices.com/la_webinars/webinar-shutting-down-boundaries-for-our-work) [Boundaries for Our Work](https://my.kgalifeservices.com/la_webinars/webinar-shutting-down-boundaries-for-our-work)

This webinar explores concrete strategies for creating boundaries with our work. It reviews pre and post work rituals, transition rituals and social supports for containing work creep and regaining our ability to have personal space and time.

# Communities & Resources



[**Employee Assistance Program**](https://hr.harvard.edu/employee-assistance-program)| Get free, confidential help for all areas of your life. [**Ten Percent Happier App**](https://hr.harvard.edu/ten-percent-happier-app)| Get free access to this mindfulness and meditation app. [**Fitness Benefits and Resources**](https://hr.harvard.edu/fitness-wellness)| Check out Harvard's athletics facilities and fitness resources



LEARNING LAUNCHPAD

EQUITY, DIVERSITY, INCLUSION & BELONGING

HLS HR

If you are looking to build your knowledge around equity, diversity, inclusion, belonging and anti-racism, check out these recommended courses and resources to begin your learning path at HLS.

# Programs at Harvard



### [Diversity, Inclusion, and Belonging Academy](https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/app/me/learningeventdetail/cours000000000021761%3Bspf-url%3Dcommon%2Fledetail%2Fcours000000000021761)

This six-session 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.

**Workspace Equity Series**

An HLS initiative to provide programming around EDIB issues within HLS

### [How to Have Difficult Conversations about DIBAR](https://trainingportal.harvard.edu/Saba/Web_spf/NA1PRD0068/app/me/learningeventdetail/cours000000000023064?returnurl=common%2Fsearchresults%2Fdiversity%2FALL)

Learn how to approach effective dialogue at work and facilitate understanding around difficult conversations related to DIBAR.

# LinkedIn Learning

[**Confronting** **Bias:**](https://www.linkedin.com/learning/confronting-bias-thriving-across-our-differences?trk=learning-topics_learning-search-card_search-card&upsellOrderOrigin=default_guest_learning)[**Thriving** **Across Our Differences**](https://www.linkedin.com/learning/confronting-bias-thriving-across-our-differences?trk=learning-topics_learning-search-card_search-card&upsellOrderOrigin=default_guest_learning)[**Unconscious Bias**](https://www.linkedin.com/learning/unconscious-bias-14822310?trk=learning-topics_learning-search-card_search-card&upsellOrderOrigin=default_guest_learning)

[**Cultivating** **Cultural Competence and Inclusion**](https://www.linkedin.com/learning/cultivating-cultural-competence-and-inclusion?trk=learning-topics_learning-search-card_search-card&upsellOrderOrigin=default_guest_learning)[**Cultural Competence: Nano Tips**](https://www.linkedin.com/learning-login/share?account=2194065&forceAccount=false&redirect=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fcross-cultural-communication-nano-tips-with-jessica-chen%3Ftrk%3Dshare_ent_url%26shareId%3DwMqCjmvhTF6Pb23sjp7c7Q%253D%253D)

# Communities & Resources



[**Office for Equity, Diversity, Inclusion & Belonging**](https://edib.harvard.edu/about)| Harvard's office dedicated to guide Harvard's culture toward inclusive excellence

[**Title IX at HLS**](https://hls.harvard.edu/title-ix/)| Connect with our Title IX team (MAYBE CHANGE TO Equity/Accessibility?)

[**Office for Gender Equity**](https://oge.harvard.edu/)| Harvard's office committed to providing an environment where each of us feels safe to participate fully in University life.

[**Anti-Racism Resources**](https://hr.harvard.edu/files/humanresources/files/cwd_antiracism_resources_workplace.pdf?m=1596461840)| A list of resources to learn how to understand and dismantle racism in the workplace.

**Questions**

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