

FY2015 Harvard Longwood Campus Work/Life and Professional Development Courses

January 2015-June 2015

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| Jan-15 | Difficult Conversations | 1/13, 1/20, 9:00am-12:00pm | Cambridge |
| | HLC Home Selling Seminar *register at www.huhousing.harvard.edu/home-buying/seminars * | 1/13, 12:00-1:30pm | Countway, Minot Rm |
| | HLC Welcoming a Baby? Thinking of Adoption? New to Child Care? | 1/14, 12:00-1:30pm | Countway, Ware Rm |
| | Getting Organized | 1/14, 9:00am-1:00pm | Cambridge |
| | HLC Lunch & Learn: Managing the Transitions of Life | 1/20, 12:00-1:00pm | Countway, Ballard Rm |
| | HLC Manager Series: Recruitment and Selection – Module 1 | 1/21, 9:00am-12:00pm | Countway, Ballard Rm |
| | Project Management | 1/21, 9:00am-4:00pm | Cambridge |
| | Presentation Skills | 1/21, 1/23, 9:00am-1:00pm | Cambridge |
| | HLC Manager Series: Myers Briggs and Management Styles – Module 2 | 1/28, 9:00am-12:00pm | Countway, Minot Rm |
| | Managing Up | 1/28, 9:00am-1:00pm | CWD-HLC |
| | HLC Quality Cancer Care | 1/29, 12:00-1:00pm | Countway, Ballard Rm |
| | Embracing Change & Innovation | 1/30, 12:00-2:30pm | Cambridge |
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| Feb-15 | HLC Manager Series: Interpersonal Skills – Module 3 | 2/3, 9:00am-12:00pm | Countway, Minot Rm |
| | Power, Influence & Negotiation | 2/4, 2/11, 9:00am-1:00pm | Cambridge |
| | HLC Mindfulness Meditation Practice Group- The four Noble Truths *register at http://cw.uhs.harvard.edu/programs/special.html * | 2/4, 2/11, 2/18, 2/25, 6:00-7:00pm | Kresge, Rm. 202 |
| | Writing at Work | 2/5, 9:00am-1:00pm | CWD- HLC |
| | Creating Your Best Resume | 2/6, 12:00-2:30pm | Cambridge |
| | HLC Welcoming a Baby? Thinking of Adoption? New to Child Care? | 2/10, 12:00-1:30pm | Countway, Ware Rm |
| | HLC Manager Series: Personal Effectiveness – Module 4 | 2/11, 9:00am-12:00pm | Countway, Minot Rm |
| | HLC Home Buying Seminar *register at www.huhousing.harvard.edu/home-buying/seminars * | 2/11, 5:30-7:00pm | Countway, Ballard Rm |
| | Building Employee Engagement | 2/12, 9:30am-12:00pm | CWD- HLC |
| | Interviewing Skills | 2/13, 12:00-2:30pm | Cambridge |
| | Career Checkup | 2/24, 12:00-1:30pm | Cambridge |
| | Excelling as an Assistant | 2/24, 9:00am-1:00pm | Cambridge |
| | HLC Manager Series: Teambuilding – Module 5 | 2/25, 9:00am-12:00pm | Kresge, Rm 110 |
| | Rock-Bottom Basics of LinkedIn | 2/25, 9:00am-12:00pm | Cambridge |
| | HLC Lunch & Learn: The Role of Social Support in Managing Stress | 2/26, 12:00-1:00pm | Countway, Ballard Rm |

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| Mar-15 | Four Core Skills of a Manager | 3/3, 3/4, 9:00am-12:00pm | Cambridge |
| | HLC Lunch & Learn: Quality Childcare: Determining the right care, at the right time, for the right reasons | 3/3, 12:00-1:30pm | Countway, Ballard Rm |
| | HLC Manager Series: Coaching– Module 6 | 3/4, 9:00am-12:00pm | Countway, Minot Rm |
| | Project Management | 3/10, 9:00am-4:00pm | Cambridge |
| | What Drives You? | 3/10, 9:30am-12:00pm | CWD-HLC |
| | HLC I9 Training *Register with category CWD, sub cat HRS, course code HRS300, session 10* | 3/11, 1:00-2:00pm | CWD-HLC TMEC, Amphitheater |
| | Your Strengths at Work | 3/11, 9:00-11:30am | Cambridge |
| | Front Line Customer Service | 3/12, 9:30am-12:30pm | CWD-HLC |
| | HLC Lunch & Learn: Online Learning Tools | 3/17, 12:00-1:00pm | Countway, Ballard Rm |
| | HLC Home Buying Seminar *register at www.huhousing.harvard.edu/home-buying/seminars * | 3/17, 12:00-1:30pm | Countway, Minot Rm |
| | Guest Speaker: Douglas Stone, Thanks for the Feedback | 3/18, 12:00-1:30pm | Armenise Amphitheater |
| | HLC Welcoming a Baby? Thinking of Adoption? New to Child Care? | 3/18, 12:00-1:30pm | Countway, Ware Rm |
| | Career Roadmaps | 3/24, 3/26, 3/31, 4/2, 9:00am-1:00pm | Cambridge |
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| Apr-15 | HLC Manager Series: Recruitment and Selection – Module 1 | 4/1, 9:00am-12:00pm | Countway, Minot Rm |
| | Communicating at Work | 4/1, 9:00am-1:00pm | Cambridge |
| | HLC Year-end Assessments: Helpful Tips HLC Home Buying Seminar *register at www.huhousing.harvard.edu/home-buying/seminars * | 4/2, 1:30-2:30pm (Staff), 3:00-4:00pm (Managers) | Countway, Ware Rm |
| | HLC Manager Series: Myers Briggs and Management Styles – Module 2 | 4/7, 12:00-1:30pm | Countway, Minot Rm |
| | | 4/8, 9:00am-12:00pm | Countway, Minot Rm |
| | Getting Organized | 4/9, 9:00am-1:00pm | CWD-HLC |
| | HLC Manager Series: Interpersonal Skills – Module 3 | 4/15, 9:00am-12:00pm | Countway, Minot Rm |
| | HLC Year-end Assessments: Helpful Tips HLC Welcoming a Baby? Thinking of Adoption? New to Child Care? | 4/15, 10:00-11:00am (Staff), 11:30am-12:30pm (Managers) | Gordon Hall, Waterhouse Rm |
| | | 4/15, 12:00-1:30pm | Countway, Ware Rm |
| | Rock-Bottom Basics of LinkedIn | 4/15, 9:00am-12:00pm | Cambridge |
| | Editing and Proofreading | 4/16, 9:00am-1:00pm | Cambridge |
| | HLC Manager Series: Personal Effectiveness – Module 4 | 4/22, 9:00am-12:00pm | Countway, Minot Rm |
| | HLC Mindfulness Meditation Practice Group- The four Noble Truths-Continuation *register at http://cw.uhs.harvard.edu/programs/special.html * | 4/22, 4/29, 5/6, 5/13, 5/20, 5/27, 6:00-7:00pm | Kresge, Rm. 203 *Note: 5/27 in Countway, Minot Rm. |
| | Engaging Conversations HLC Manager Series: Teambuilding – Module 5 | 4/28, 9:30am-12:00pm | CWD-HLC |
| | Presentation Skills | 4/29, 9:00am-12:00pm | Gordon Hall, Waterhouse Rm |
| Process Design that Saves Time | 4/29, 5/1, 9:00am-1:00pm | Cambridge | |
| HLC Lunch & Learn: Effective Strategies for Recruiting a Diverse Team | 4/30, 9:00am-4:00pm | Cambridge | |
| | 4/30, 12:00-1:30pm | Countway, Ballard Rm. | |
| HLC Year-end Assessments: Helpful Tips (Managers) | 4/30, 1:30-2:30pm (Staff), 3:00-4:00pm (Managers) | Gordon Hall, Bibring Rm. | |

* Please register for courses by going to PeopleSoft>Self Service> Learning and Development>Request Training Enrollment>Search by Course Name>Category. Under category, enter "HLC" for any Harvard Longwood Campus offerings and "CWD" for any Cambridge offerings (including those held here on HLC)*

If you are interested in a course and are an affiliate of Harvard, please contact Erin Ringuette (eringuet@hsph.harvard.edu) directly with your name, affiliation, the course name and date.

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| MAY-15 | Embracing Change & Innovation | 5/5, 9:30am-12:00pm | CWD-HLC |
| | HLC Manager Series: Coaching-- Module 6 | 5/6, 9:00am-12:00pm | Countway, Minot Rm |
| | Creating Your Best Resume | 5/6, 12:00-2:30pm | Cambridge |
| | Writing at Work | 5/7, 9:00am-1:00pm | Cambridge |
| | Project Management | 5/7, 9:00am-4:00pm | CWD-HLC |
| | HLC Book Discussion: Progress Principle | 5/7, 12:00-1:30pm | Gordon Hall, Bibring Room |
| | HLC Welcoming a Baby? Thinking of Adoption? New to Child Care? | 5/12, 12:00-1:30pm | Countway, Ware Rm |
| | Managing Up | 5/12, 9:00am-1:00pm | Cambridge |
| | Difficult Conversations | 5/13, 5/20, 9:00am-12:00pm | Cambridge |
| | HLC Year-end Assessments: Helpful Tips | 5/13, 10:00-11:00am (Staff), 11:30am-12:30pm (Managers) | Countway, Ware Rm |
| | HLC Home Buying Seminar *register at www.huhousing.harvard.edu/home-buying/seminars * | 5/18, 5:30-7:00pm | Countway, Lahey Rm |
| | HLC Lunch & Learn: Generations in the Workplace | 5/19, 12:00-1:00pm | Gordon Hall, Waterhouse Rm. |
| | HLC Lunch & Learn: Work/Life Integration | 5/27, 12:00-1:00pm | Countway, Ballard Rm |
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| JUN-15 | Four Core Skills of a Manager | 6/2, 9:00am-4:00pm | Cambridge |
| | Navigating Your Harvard Career | 6/3, 12:00-2:30pm | Cambridge |
| | Career Checkup | 6/4, 9:30-11:00am | CWD-HLC |
| | Advanced Writing at Work | 6/4, 9:00am-1:00pm | Cambridge |
| | Communicating at Work | 6/9, 9:00am-1:00pm | CWD-HLC |
| | HLC Welcoming a Baby? Thinking of Adoption? New to Child Care? | 6/10, 12:00-1:30pm | Countway, Ware Rm |
| | Power, Influence & Negotiation | 6/10, 6/17, 9:00am-1:00pm | CWD-HLC |
| | Career Roadmaps | 6/11, 6/18, 9:00am-4:00pm | Cambridge |
| | HLC Home Buying Seminar *register at www.huhousing.harvard.edu/home-buying/seminars * | 6/16, 5:30-7:00pm | Countway, Ballard Rm |
| | HLC Lunch & Learn: Meeting Management | 6/16, 12:00-1:00pm | Countway, Ballard Rm |
| | Advanced LinkedIn | 6/16, 9:00am-12:00pm | Cambridge |
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