

FY2015 Harvard Longwood Campus Work/Life and Professional Development Courses

January 2015-June 2015

Jan-15	Difficult Conversations	1/13, 1/20, 9:00am-12:00pm	Cambridge
	HLC Home Selling Seminar *register at <a href="http://www.huhousing.harvard.edu/home-buying/seminars">www.huhousing.harvard.edu/home-buying/seminars</a> *	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

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 <a href="http://cw.uhs.harvard.edu/programs/special.html">http://cw.uhs.harvard.edu/programs/special.html</a> *	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 <a href="http://www.huhousing.harvard.edu/home-buying/seminars">www.huhousing.harvard.edu/home-buying/seminars</a> *	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

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 <a href="http://www.huhousing.harvard.edu/home-buying/seminars">www.huhousing.harvard.edu/home-buying/seminars</a> *	3/17, 12:00-1:30pm	Countway, Minot Rm
	Guest Speaker: Douglas Stone, Thanks for the Feedback	3/18, 12:00-1:30pm	TMEC, 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

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	4/2, 1:30-2:30pm (Staff), 3:00-4:00pm (Managers)	Countway, Ware Rm
	HLC Home Buying Seminar *register at <a href="http://www.huhousing.harvard.edu/home-buying/seminars">www.huhousing.harvard.edu/home-buying/seminars</a> *	4/7, 12:00-1:30pm	Countway, Minot Rm
	HLC Manager Series: Myers Briggs and Management Styles – Module 2	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	4/15, 10:00-11:00am (Staff), 11:30am-12:30pm (Managers)	Gordon Hall, Waterhouse Rm
	HLC Welcoming a Baby? Thinking of Adoption? New to Child Care?	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 <a href="http://cw.uhs.harvard.edu/programs/special.html">http://cw.uhs.harvard.edu/programs/special.html</a> *	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	4/28, 9:30am-12:00pm	CWD-HLC
	HLC Manager Series: Teambuilding – Module 5	4/29, 9:00am-12:00pm	Gordon Hall, Waterhouse Rm
Presentation Skills	4/29, 5/1, 9:00am-1:00pm	Cambridge	
Process Design that Saves Time	4/30, 9:00am-4:00pm	Cambridge	
HLC Lunch & Learn: Effective Strategies for Recruiting a Diverse Team	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.\*

FY2015 Harvard Longwood Campus Work/Life and Professional Development Courses  
January 2015-June 2015

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 <a href="http://www.huhousing.harvard.edu/home-buying/seminars">www.huhousing.harvard.edu/home-buying/seminars</a> *	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

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 <a href="http://www.huhousing.harvard.edu/home-buying/seminars">www.huhousing.harvard.edu/home-buying/seminars</a> *	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

\* 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.\*