

# HLC Work/Life & Professional Development Course Catalogue

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Below, please find a list of courses offered on the Harvard Longwood Campus. They are separated by topic-- Work/Life or Professional Development Opportunities-- and within the topic are listed in alphabetical order. The descriptions include the title, the facilitator's information, the course number for registration purposes and the course details. **Please note:** not all of these courses will be offered year round. To find out if a course will be offered in the future, please refer to the Work/Life & Professional Development Calendar found on the HLC Work/Life website and on the HMS HR website. You can also find future dates by following the path below.

**To register for upcoming course or to find future dates please go to:** PeopleSoft>Self Service>Learning and Development>Request Training Enrollment>Course Name>Category> enter HLC and the course number.

**For a full listing of courses through Harvard's Center for Workplace Development, please go to <http://hr.harvard.edu/training-courses>.**

## **WORK/LIFE BALANCE**

### ***Book Discussions:***

**Progress Principal (L. Miklas)**

**WLB122**

Join a discussion of Teresa Amabile's book, *The Progress Principle*, where we will explore her model for creating a motivating and engaging work environment. Enrolled participants will receive a copy of the book in advance of the discussion. **Note: Pre-work is required in advance of this session. Participants will be contacted with the complete pre-work assignment shortly following the registration deadline (approximately 3 weeks in advance of class).**

**Generations in the Workplace (G. Simkiss)**

**WLB121**

The objective of this course is to provide some new information about the different generations that exist within organizations. The intention is to create a greater understanding about those differences. This understanding will enhance and deepen our working relationships in the Harvard Longwood Campus.

**Having a Baby? Thinking of Adoption? New to Childcare? (E. Ringuette)**

**WLB100**

This monthly course provides an overview of the multiple resources offered to Harvard employees as well as employees of the Longwood Medical Area. Topics covered include a review of various child care options and how to find child care that's right for you. We also review benefits available to each employee type and their various pay schedules, planning your leave, mother's rooms and other key information for new parents from the Harvard Longwood Community.

*Note: registration of this course through PeopleSoft will result in it being listed as complete and viewable under Individual Training Summary in PeopleSoft. For the purpose of confidentiality, you may also register by emailing Erin Ringuette ([erinquet@hsph.harvard.edu](mailto:erinquet@hsph.harvard.edu)) with your name, the course name and date you wish to attend.*

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## **Healthy Eating on a Budget (Harvard's EAP)**

### **WLB140**

We're all concerned about the cost of living. This course offers ideas for creating the healthiest menus with the most economical food choices available. This is a good companion to Healthy Eating on the Run Seminar. Topics include:

- The cost of eating poorly
- The most economical supermarket food choices
- Smart restaurant choices on a budget

Feel free to bring supermarket receipts and restaurant menus!

## **Home Buying Seminar (Harvard University Housing)**

**Note: Register at** <http://www.huhousing.harvard.edu/home-buying/seminars>

This monthly course will help demystify the home buying process. The following topics will be covered:

- How much can I really afford to pay and what type of mortgage makes the most sense?
- What is a Purchase and Sale Agreement?
- How does the process, from offer to acceptance to closing, work?
- How can I best price my home and prepare it for sale?

## **Home Selling Seminar (Harvard University Housing)**

**Note:** To register please go to [facultyrealestate.harvard.edu](http://facultyrealestate.harvard.edu)

Demystify the home selling process by attending a home selling seminar. This seminar is available to Harvard University faculty & staff and will include:

- Preparing your property for sale
- Hiring a real estate agent
- Pricing your home and understanding the real estate market
- Managing the process from receipt of an offer to close

## **Make it Work: Working and Nursing Strategies (Harvard's EAP)**

### **WLB105**

Join us for a conversation about pumping and continued breastfeeding after the return to work. Topics covered include:

- Establishing and maintaining an abundant milk supply,
- Techniques for milk expression,
- Safe storage of breast milk,
- Introducing a bottle,
- Practical strategies and stories from moms who have made it all work

Learn more about resources at the Longwood campus and local services available to working families. Session is intended for expectant mothers, new moms with infants, parents who have recently returned to the workplace and others interested in supporting nursing mothers in the workplace.

## **Managing the Transitions of Life (G. Simkiss)**

### **WLB125**

There are many times when life creates a transition, be it a new job, the move to a new home, or the arrival of a new baby. During those times we can feel like the new situation, whether it is positive or negative can be uncertain even if it is exciting and challenging. This course will describe some methods to deal with those transitions.

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## **Mindfulness Meditation Practice Group- The four Noble Truths (4 weeks)**

## **Mindfulness Meditation Practice Group- The four Noble Truths-Continuation (6 weeks)**

(Beatriz Gonzalez- Flecha)

**Note:** Please register at <http://cw.huhs.harvard.edu>

**Fee:** \$ 40/\$20(for HUGHP) 4wks, \$60/\$30(for HUGHP) 6wks

The core of insight (Vipassana) meditation is the practice of mindfulness, the quality of awareness that sees without judgment. Each meeting will include instruction, practice, and discussion. Formal practice includes sitting and walking meditation, and on some days low impact Viniyoga. The length of the practice period will vary from day to day to a maximum of 30 min.

## **Nature vs. Nurture: Understanding Who Your Child is and How to Respond Respectfully (N. Dickerman)**

### **WLB110**

Is your child particularly persistent, highly sensitive, super focused, or easily distracted? These are just some response styles that are inborn and make up your child's temperament. Understanding the mix of traits your child embodies can provide insight and direction that nurtures their confidence and makes for an easier day. This course will review 9 temperamental traits and discuss strategies on how best to respond to each one.

## **Proactive Adult and Elder Caregiving (Harvard's EAP)**

### **WLB115**

Employees are often caught off guard when an elder or older adult experiences a medical crisis.

Join us to talk about what you can do to prepare for an unexpected medical event, including how the EAP can help. Participants will discuss:

- The emotional side of caregiving
- Preparing for difficult conversations
- Before the crisis: housing, medical, legal and insurance
- During the crisis: hospitalization, rehab and skilled nursing facilities, in-home services, assisted living, online programs for visits
- After the crisis: ongoing support, self-care for the caregiver
- How the EAP can help

## **Quality Cancer Care (Harvard's EAP)**

### **WLB116**

A diagnosis of cancer is both overwhelming and devastating. Most people enter the medical system lacking the knowledge and understanding to effectively navigate the process. This can cause increased anxiety. In this one hour course, you will learn: what to expect during early stages of a cancer diagnosis through to the treatment phase; the physical, emotional and spiritual challenges that ensue; and multiple ways to claim back one's power - for individuals and families. The use of complementary therapies, traditional medical treatments, diet, and exercise will also be explored. When the hour is complete, you will have gained a working knowledge of quality cancer care.

## **Quality Childcare: Determining the right care, at the right time, for the right reasons (N. Dickerman)**

### **WLB111**

Is your child currently with a nanny, family childcare educator, child care center, or preschool? Are you wondering how to determine if a child care setting is the right one for your family and child? This course will cover state and national accreditation criteria in addition to what research says about developmentally appropriate practices for young children. We will also discuss what qualities to look for in your own child to help determine an appropriate environment and setting for care that meets your whole family needs.

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## **The Role of Social Support in Managing Stress (S. Katsman)**

### **WLB130**

This course covers main work-related causes of stress and explains why social support is one of the most effective ways to mitigate the harmful effects of stress. You will learn about your body's natural stress-response mechanism, the differences between three types of stress (Positive, Tolerable, and Toxic), and how stress can be your friend.

## **Wise Money Moves for Young Adults (Harvard's EAP)**

### **WLB160**

Recent grads and employees starting careers will take stock of where they are, as well as how to get and stay on the path leading to financial security. In this overview course, participants will review core financial planning areas leading to financial wellness, including:

- Cash flow and spending
- Saving and investing money over time: the value of compound interest
- Retirement Planning (yes, now is the time to start!)
- Goal Planning - including home buying and risk management

## **Work/Life Integration (S. Katsman)**

### **WLB120**

Work/Life Integration model (developed by Dr. Stewart Friedman of the UPenn Wharton School of Business) offers an empowering alternative to the elusive promise of Work/Life Balance. In this course we will learn about the four life domains – Home, Community, Work, Self – and how to identify mutual value between different domains to better integrate each domain into one's life. The benefits of practicing Work/Life Integration include greater sense of control, improved health and wellness, lower stress, and more energy.

## **Estate Planning -Will Power® (W. Snell)**

### **WLB155**

Learn why you need a will and get started making one. This FREE information course presents important estate planning information, answers individual questions and provides attendants with a kit that explains the estate planning process that they can take home to share with their families. After the overview, you will have an opportunity to sign up for discounted document preparation.

### **Discounted Document Preparation Includes:**

- ▶ Will
- ▶ Living Will
- ▶ Power of Attorney
- ▶ Healthcare Proxy

**INDIVIDUAL: \$300**

**COUPLE: \$499**

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## **PROFESSIONAL DEVELOPMENT**

### **Career Development Conversations-Staff and Managers (C. Mieses)**

#### **Staff PRO320, Managers PRO420**

One of the most rewarding conversations you can engage in with your manager or staff is one of discovery and planning around professional development. It can also cause us to pause, not sure where to start. Please join us to discuss some of these common questions about Career Development Conversations:

- What IS a development conversation? What are some common myths and facts?
- How do I start? What am I responsible for?

### **Effective Strategies for Recruiting a Diverse Team (G. Simkiss)**

#### **PRO410**

Recruiting for a diverse team is essential to Harvard University. By building a diverse team, you will expand the perspectives and approaches from which decisions are made. Not only is diversity recruitment essential to our mission, but it is the law. As a Federal Contractor, Harvard has an obligation to make “good faith efforts” in the recruitment of minorities, women, individuals with disabilities and veterans. At this course you will learn about why diversity recruitment is important, how to think differently about your staffing needs and gain skills to reduce unconscious bias during the interview process.

### **HLC I9 Training Course (Central Harvard Payroll & CWD)**

#### **CWD HRS300, WebEx WBX301**

Central Payroll and CWD will be offering I-9 training courses for the Harvard Longwood Campus. In this lecture-style class, students will learn about the process for completing the I-9 form for new employees and the process of re-verifying employees with expired visas. This class will cover both staff and academic employee types. There will be in class exercises to reinforce some of Harvard's more common I-9 scenarios. The training is strongly recommended for new and existing staff members responsible for completing I-9 forms and for those of you who may be new or would just like to get a better understanding of the I-9 Employment Verification process.

### **Manager/Supervisor Series (G. Simkiss)**

#### **PRO400**

The goal of this series is to assist both experienced and newly appointed managers and supervisors, to develop or fine tune their own knowledge and expertise within the management function. This program has been designed with the help of experienced managers at HMS, HSPH and HSDM. We hope that this course will be an opportunity to meet some new colleagues and to share best practices. It runs for 6 consecutive weeks and each week we build on the concepts of the previous week while setting achievable goals to review the following week.

### **Meeting Management (G. Simkiss)**

#### **PRO310**

This course will explore the anatomy of a meeting, and some new and exciting ways to engage people in your own meetings.

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## **Networking for Social Connection (G. Simkiss)**

### **PRO350**

This course will explore the relationship between networking, and social connections. It will explore the role of social media as well as social networking. Social media can create connections and networking can enable individuals to expand those connections, which can be beneficial for both work and health.

## **Online Learning Tools (E. Ringuette)**

### **PRO300**

Even for those of us who prefer instructor-led training the convenience of self-paced online training options is hard to beat when it comes to learning skills like Excel or best practices for managing up or planning a budget. This course provides a comprehensive introduction to two stellar online learning tools available to Harvard employees free of charge: Lynda.com and Harvard ManageMentor. You will get an overview on how to get started in and navigate Lynda.com and Harvard ManageMentor as well as what type of learning each tool provides.

## **Smooth Transition to Retirement (Harvard Benefits Office)**

### **PRO360**

Smooth Transition is designed for participants who are 3-10 years away from retirement. During this course you will learn how to determine how long your retirement savings will last, how to catch up on savings, and how to develop withdrawal strategies.

## **Year-end Assessments: Helpful Tips for Staff and Managers (L. Miklas)**

### **PRO205 (Managers), PRO206 (Staff)**

This one-hour workshop is designed to help you prepare for meaningful year-end assessments. From writing a clear summary, to giving and receiving feedback, we will explore useful tools and examples. Whether you are using the ePerformance Standard Form, Summary Form, or Exception Form, the content is relevant.