

HLC Work/Life & Professional Development Course Catalogue

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](#). 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 Number>**Category** enter HLC and the **Course Number** listed below (example **WLB122**).

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 led by Linda Miklas 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).** This course contributes to development of the following [competencies](#): accountability, building trust, and continuous learning

Boost Your Resilience to Prevent Burnout (Harvard's EAP)

WLB131

Stress is a part of everyday life. Since we can't eliminate it, learning how to recognize the signs of stress overload and boosting our ability to handle stressful situations can help. Understanding our own reactions to issues and planning ways to boost resilience can help us thrive in the midst of stress. Join us and learn ways to build your personal resilience by understanding the current research on resilience, practicing evidence-based healthy habits and using self-care to stay mindful. Join us for an interactive discussion about: Recognizing stress symptoms to prevent burnout; characteristics of resilient people and ways to boost your own resiliency to stress.

Creating Family Values beyond the Dinner Table (N. Dickerman)

WLB113

Values, the principles upon which we base our behavior, guide us. Raising a family with defined values helps point you in a direction for all those decisions we make as parents each day. This workshop will give you a space to start thinking through your values and strategies to help you integrate them into your family life.

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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.

INDIVIDUAL: \$300 COUPLE: \$499

Discounted Document Preparation Includes: *WILL *LIVING WILL *POWER OF ATTY *HEALTHCARE PROXY

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. This course contributes to development of the following [competencies](#): Communication Skills, Valuing Diversity.

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. Feel free to bring supermarket receipts and restaurant menus! Topics include:

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

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

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

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Investment Property/Second Home Seminar (Harvard University Housing)

Note: To register please go to facultyrealestate.harvard.edu

The following topics will be covered:

- Pros and cons of investing in a multi-family property
- Pros and cons of being a landlord
- What qualifies as a second home
- How to determine the best real estate investment for you
- Examples of tax savings and much more

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. This course contributes to development of the following [competencies](#): Embraces Change.

Meaningful Feedback (G. Simkiss)

WLB123

We receive feedback every day from colleagues, friends and family. Understanding how to effectively give and receive feedback is a key skill to enhancing and building work and personal relationships. The objective of this meeting is to explain the role of feedback and to identify how to prepare for a feedback conversation. Whether in the role of giving or receiving feedback, this class will provide you with the skills to be as prepared as possible. This course contributes to development of the following [competencies](#): Ability to influence, Persuasiveness

Mindfulness Meditation Practice Group- The four Noble Truths (4 weeks) The four Noble Truths- Continuation (6 weeks) (Beatriz Gonzalez- Flecha)

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

Fee: Fees vary based on session- visit <http://cw.huhs.harvard.edu/programs/index.html> for information
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.

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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**

Adult caregivers frequently juggle multiple responsibilities, including work, family, and care of an aging parent or family member. Employees are often caught off guard when an elder or older adult experiences a medical crisis. Planning proactively for the care of a parent or loved one, such as understanding the different levels of care, costs, and available resources, can help mitigate the stress of caregiving and provide more options. This seminar offers:

- An overview of strategies and types of providers to best prepare for the demands and complexities of caregiving
- Resources to proactively lay the groundwork for adult and elder care support before an unexpected event occurs
- A look at the emotional side of caregiving and available resources for support

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.

Stress Management on the Go (S. Katsman) **WLB1135**

Do you wish you had some quick-and-easy ways to manage your stress on-the-go? Whether you are stuck in traffic or waiting in a very long line at the bank during your very short lunch break, come learn tips and tricks to help you bring yourself back to a calm and focused state - no matter what life throws your way! This course contributes to development of the following [competencies](#): Continuous Learning, Managing Conflict.

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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. This course contributes to development of the following [competencies](#): Continuous Learning, Managing Conflict.

Those Hair-Pulling Tongue Biting Days w/Infants and Toddlers: Positive Discipline at its Finest! (N.Dickerman)

WLB1122

Does your child look you in the eye and do something they shouldn't be doing with a huge smile? A child's mission is to test the rules and catch our attention. Discuss how to set age appropriate limits with positive communication techniques. It is never too early to start teaching how to take turns, share, learn safety rules, and kindness!

Time for a Financial Check-Up! (Harvard's EAP)

WLB145

Participants will take time to take stock of where they are and how to stay on the path leading to financial security. In this overview seminar, participants will review core financial planning areas, including:

- Cash flow
- Savings and Investments
- Retirement Planning
- Goal Planning - including college, risk management and basic Estate Planning needs

Welcoming 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) with your name, the course name and date you wish to attend.

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

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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. This course contributes to development of the following [competencies](#): Continuous Learning, Innovation, Risk Taking, Strategic Thinking.

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. This course contributes to development of the following [competencies](#): Values Diversity, Building a high performing team.

Goal Setting Sessions: Helpful Tips for Staff and Managers (L. Miklas)

PRO220 (Managers), PRO225 (Staff)

This one-hour workshop is designed to help you prepare for meaningful year-end assessments by articulating clear, specific goals at the beginning of the annual performance cycle (Planning-Coaching-Assessing). From SMART principles to Action Verbs, we will explore useful tools and examples. Whether you are using the ePerformance Standard Form, Summary Form, or Exception Form, the content is relevant. This course contributes to development of the following [competencies](#): Accountability, Building a High Performing Team, Delivers Results, Planning and Organizing, and Pursues Excellence.

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Managing A Leave of Absence (R. Gabriel)

PRO250

Managing A Leave of Absence will help provide an understanding of the Leave of Absence process, including the roles and responsibilities of both the employee and manager involved before, during and after a leave. The discussion will include an overview of eligibility for each employee class (Admin & Professional\ Non-Exempt\Post Doc), types of leaves, guidelines, and time entry. The leave types covered will include: FMLA, Short Term Disability, Maternity and Parental, Workers Compensation, Long Term Disability, Military Leave, Domestic Violence Leave and Personal Leave. The competencies for this course are Organizational Awareness, Accountability, Attention to Detail, Planning/Organizing

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. This course contributes to development of the following [competencies](#):

***Module 1: Recruitment**-Values Diversity, Building a high performing team

***Module 2: MBTI and Management Styles**- Teamwork and Collaboration, Managing Conflict, Valuing Diversity

***Module 3: Interpersonal Skills**- Communication, Interpersonal Skills, Managing Conflict

***Module 4: Personal Effectiveness**- Planning and Organizing, Time Management

***Module 5: Team Building**- Teamwork and Collaboration, Building a high performing team

***Module 6: Coaching**- Building a high performing team, Building trust, Delegation

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. This course contributes to development of the following [competencies](#): Ability

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. This course contributes to development of the following [competencies](#): Building partnerships.

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.

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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.

Thanks for the Feedback (Douglas Stone)

PRO330

Douglas Stone, author of “Difficult Conversations”, will be coming to the Harvard Longwood Campus to give a talk on his new book “Thanks for the Feedback”. Mr Stone is a lecturer on Law at Harvard Law School and through his company Triad, consults with a wide range of organizations. He has appeared on many TV and radio shows, including Oprah and NPR’s Diane Rehm Show and was a key note speaker at the World Negotiation Forum in Brazil. In addition to teaching and consulting, he spent 22 years with the Harvard Negotiation Project. We are delighted that Mr. Stone will share his new book and insights into the topic of feedback.

Understanding the I9 Process (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.

Unconscious Bias (G. Simkiss)

PRO360

All of us have unconscious biases that may prevent us from making equitable, inclusive decisions. Our brains rely on past cultural experience to provide data that “fills in the blanks” between the things we see. We “understand” by weaving together the information we have with the threads of information that our brains remember. We tend to make associations very quickly, based on our experience or beliefs, and more slowly when we see something counter to our experience or beliefs. This course has been created to enable you to understand bias and to find ways to mitigate unconscious bias. This course will develop the following Harvard competencies: Communication Skills and Valuing Diversity.

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.