Self-Paced Learning Opportunities for Staff

Prior to attempting to access any of the links below, please sign-in to LinkedIn Learning with your Harvard Key here: https://linkedinlearning.harvard.edu/.

Communication Skills

Speaking Up

• Speaking Up at Work
• Speak Up and Cultivate Confidence
• Asserting Yourself - an Empowered Choice

Difficult Conversations

• Having Difficult Conversations
• Dealing with Difficult People in Your Office
• Difficult Conversations: Talking about Race

Self-Management Skills

Time Management

• Time Management Fundamentals
• Time Management: Working From Home
• Time Management for Busy People

Productivity

• Productivity: Prioritizing at Work
• Organizing Your Remote Office for Max Productivity
• Enhancing Your Productivity

Project and Performance Management Skills

Project Management

• Project Management Foundations
• Managing Projects with Microsoft Teams
• Sharepoint for Project Management

Performance Management

• Successful Goal Setting
• Making Big Goals Achievable
• Giving and Receiving Feedback