

Office of Employee Development and Wellness Training Request Form

Thank you for your interest in a workshop offered by the Office of Employee Development & Wellness. Please complete the form and email it to hlctraining@hsph.harvard.edu.

NOTE: To allow for scheduling and planning, all workshop requests require at least four weeks' notice prior to the first session date.

Requestor's Name:

Requestor's Email:

Requestor's Office, Department or Organization:

Requestor's HR Partner/Consultant:

Anticipated Number of Participants (please highlight the range that best reflects your group):

NOTE: We can only offer workshops or trainings to groups of 15 or more at this time.

15-24

25-34

35-44

45-54

55-64

65+

Desired Workshop Date (please enter dates in month/day/year format):

NOTE: At least four weeks' notice is required. We encourage you to provide three options where possible. If using multiple dates please separate with a comma.

Desired Learning Outcomes for Participants:

- What are you looking to accomplish for your group via this workshop?
- What are you looking to enhance as a result of the workshop?
- How do these outcomes align with your group's current strategic plan?

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Participant Needs and Special Accommodations:

NOTE: Select all that apply by marking the appropriate box with an X and provide details where requested.

American Sign Language (ASL Interpreter)

Physical Mobility Needs/Adaptations

Visual Learning Needs

Other Needs

Based on your group's goals, which workshop(s) are you interested in?

NOTE: Highlight the titles that apply.

Manager Trainings:

- Foster a Culture of Belonging - Part I
- Addressing Microaggressions at Work
- Understanding Unconscious Bias
- Foster a Culture of Belonging - Part II
- Introduction to Anti-Racism
- Becoming a Coaching Manager
- Managing Your State as a Leader
- Managing Conflict Within Teams
- Building a Culture of Trust
- Effective Goal Setting
- The Role of Empathy and Listening Within Teams

Employee Development Trainings:

- Fostering Trusting Relationships at Work
- Building Personal Resilience: Optimism
- Building Personal Resilience: Mental Agility
- Building Personal Resilience: Self-Regulation
- Building Personal Resilience: Connection
- Having Courageous Conversations
- The Art of Giving Feedback
- The Art of Receiving Feedback
- Discover & Activate Your Purpose

Staff Diversity, Inclusion and Belonging Trainings

- Introduction to DIB Academy
- Addressing Microaggressions at Work
- Leverage Diversity with Inclusion
- Fostering a Culture of Belonging - Part I
- Foster a Culture of Belonging - Part II
- Understanding Unconscious Bias

Work/Life Trainings

- Welcoming a Baby? Thinking of Adoption? New to Child Care?
- Mindfulness for the Office
- Work/Life Integration
- Mental Health First Aid