Manager Training and Development Guide

The Manager Training and Development Guide was designed to assist new managers at the Harvard T.H. Chan School of Public Health be connected with the many resources at Harvard related to manager development. We hope this guide will help you obtain and/or develop the knowledge, skills and abilities to become a successful manager at our School. If you need assistance, please contact your HR Partner.

### IT and Systems

<table>
<thead>
<tr>
<th>Financial and Administrative Systems</th>
<th>LyndaCampus</th>
<th>Eureka</th>
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<tbody>
<tr>
<td>e.g., Wasabi, HCOM, PCards, GMAS</td>
<td>LyndaCampus is an excellent resource offering over 4,000 online training classes on a wide range of topics to Harvard students, staff, and faculty. The Lynda.com library includes courses on Microsoft and Adobe products, business skills, web design skills, audio and video tools, and much more, with new classes added every week.</td>
<td>Eureka is Harvard’s Learning Management System with tutorials on PeopleSoft, Harvard Reports, Time and Labor, etc.</td>
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<tr>
<td>List of available courses here</td>
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### People Management

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<tr>
<th>Universal Manager Training</th>
<th>Center for Workplace Development</th>
<th>Harvard Manager Mentor</th>
<th>HLC Manager Series</th>
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<tr>
<td>Topics covered in the program include compliance with employment laws (e.g. FMLA and Title IX), along with Harvard employment policies (e.g. medical leave and reasonable accommodation). It will focus on developing the knowledge and skills needed to create a safe, productive and diverse environment and will provide skill building on the interpersonal characteristics needed to manage people well, provide feedback and effectively coach and delegate.</td>
<td>Becoming a Coaching Manager</td>
<td>Harvard ManageMentor® is the premier on-demand learning and performance support resource for leadership and management skill development. e.g. Career Management, Coaching, Crisis Management and Developing Employees</td>
<td>The goal of this training 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, SPH and HSDM. We hope that you will find it an opportunity to meet some new colleagues and to share best practices from your own department.</td>
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<td>Ask your HR Partner about available sessions!</td>
<td>Managing a Team</td>
<td>Putting Strategy into Action</td>
<td>The following modules will be covered: Module 1: Recruitment and Selection Module 2: Management Styles Module 3: Interpersonal Skills Module 4: Personal Effectiveness Module 5: Teambuilding Module 6: Coaching</td>
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<td>Power, Influence and Negotiation</td>
<td>For more go to CWD site here</td>
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### Performance Management

**ePerformance**

EPerformance is a Web-deployed performance management solution that streamlines the appraisal aspect of the development business process, from goal planning and coaching to performance assessments and rewards. You can increase your business success by driving and fostering employee engagement, providing strategic workforce insight to key business objectives and facilitating an interactive performance process that enables you to identify, plan, observe, improve and reward performance.

Several available trainings through Eureka.

HLC Performance Management Webpage.

Local training sessions are also available. Ask your HR Partner about available sessions!

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### Recruitment and Onboarding

#### Hiring Manager’s Toolkit

This toolkit is designed to help hiring managers and staff learn to:
- Post a position
- Use ASPIRE quick links
- Interview candidates
- Close a position
- Onboard new staff

Click here to open the toolkit.

#### Employment and Recruitment Resources Webpage

This website is designed to assist hiring managers and staff with other resources and tools to assist with hiring including:
- Harvard's competency dictionary
- "New to Hiring at Harvard" web training
- How to hire temporary staff and less than half time employees
- Obtaining special ID’s for Persons of Interest
- Temp agency resources
- I9 tools and forms

Click here to access the site.

#### Related Trainings

- **Recruiting for a Diverse Team and Creating a Climate of Inclusion**
  - 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.

- **Unconscious Bias**
  - As a University, we believe that understanding and managing unconscious bias can help us build a stronger, more diverse and inclusive organization. This training is designed to help you explore this topic and provide tools and resources.

Both courses are available for HLC staff members. Sessions can be found here under the development calendar/course catalogue link.

#### Interns, Volunteers, and Independent Contractors

Please contact your HR Partner to assist you with hiring an intern, volunteer or Independent Contractor.

HR Partner