

The Most Trusted Resource for Management Essentials

HARVARD MANAGEMENTOR® is the leading online learning and performance support resource that delivers critical management skills to you when and where you need it, so that you remain productive while learning. *Harvard ManageMentor* incorporates proven practices that reinforce learning and build skills, addressing a broad range of issues faced by managers every day. Harvard Business Publishing's world-class experts make the program engaging, relevant and effective.

THE DETAILS

Harvard ManageMentor provides you with expert advice from world-renowned business leaders. Using audio downloads, video clips, interactive activities, and other tools, you have access to practical information that you can use immediately to address the issues that you face that day. Forty-four modules address fundamental business topics including Business Essentials, Communication Skills, Personal Development, Strategy Essentials, Working with Teams, and Working with Individuals.

MULTIPLE USES — ONE SOLUTION

There are a variety of ways to leverage the program, including:

- **PERFORMANCE SUPPORT:** Offering you just-in-time, moment-of-need access to a wide variety of content, resources, and tools such as worksheets and step-by-step guides to solve problems and improve results.
- **LEARNING AND DEVELOPMENT:** By leveraging structured content and world-class experts, *Harvard ManageMentor* delivers prescriptive learning programs that ensure consistent performance.
- **TEACHING AND MENTORING:** *Harvard ManageMentor* prepares leaders to lead development discussions with their teams and others, providing opportunities to cascade learning throughout the organization.
- **COLLABORATIVE LEARNING:** Formalizing informal learning and facilitating and extending the reach of learning programs by enabling learning with and from others.



HOW TO GET STARTED

FOR MORE INFORMATION, CONTACT:

Insert contact information here

TO ACCESS THE PROGRAM, GO TO:

Insert program URL here

PRESENTED BY:

Insert logo here

HARVARD MANAGEMENTOR® enables better decision making that leverages the collective knowledge of colleagues through social learning and community features.

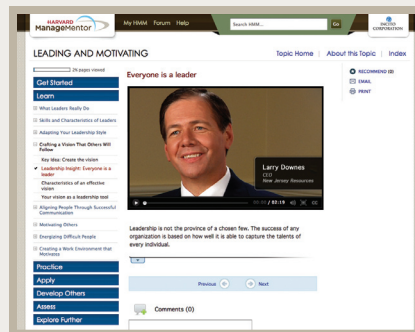
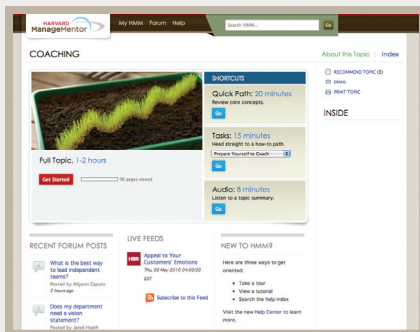
LEARN	Outlines the key ideas of the topic and reinforces them with interactive activities.
PRACTICE	Real-world scenarios and self-tests check your understanding of concepts.
APPLY	Practical tools, steps, and tips apply concepts on the job.
CONNECT	Community features designed to bring you and your peers together in a context around the learning, and offer opportunities to share and reflect.
DEVELOP OTHERS	Resources are designed to help you prepare to lead discussions with teams within the organization to cascade learning.
EXPLORE FURTHER	Gain deeper understanding of critical management issues through <i>Harvard Business Review</i> articles and case studies.
SEARCH & NAVIGATE	Search on keywords from any screen and sort results by topic or media type. Navigate option helps you get to where you want to go, based on available time or topic of interest.

ALSO INCLUDES:

Interactive Components Tip of the day, polls, RSS feeds, and discussion forums are designed to engage you in your learning.

Videos featuring Harvard Business School faculty and emerging leaders give real-world context to business scenarios.

Individual Action Plans and Group Learning Projects help you apply lessons learned to address group challenges.



TOPICS

→ MANAGING YOURSELF

- Career Management
- Delegating
- Goal Setting
- Managing Upward
- Meeting Management
- New Manager Transitions
- Presentation Skills
- Stress Management
- Time Management
- Writing Skills

→ MANAGING OTHERS

- Change Management
- Coaching
- Developing Employees
- Difficult Interactions
- Dismissing an Employee
- Feedback Essentials
- Global Collaboration
- Hiring
- Laying Off Employees
- Leading & Motivating
- Performance Appraisals
- Persuading Others
- Retaining Employees
- Team Leadership
- Team Management
- Virtual Teams

→ MANAGING THE BUSINESS

- Budgeting
- Business Case Development
- Business Plan Development
- Crisis Management
- Customer Focus
- Decision Making
- Diversity
- Ethics at Work
- Finance Essentials
- Innovation & Creativity
- Innovation Implementation
- Marketing Essentials
- Negotiating
- Performance Measurement
- Process Improvement
- Project Management
- Strategic Thinking
- Strategy Execution

HARVARD MANAGEMENTOR IS OFFERED BY:

