

DEVELOP CRITICAL BUSINESS KNOWLEDGE AND SKILLS ACROSS YOUR WORKFORCE



Designed for leaders, managers, and individuals to address the full spectrum of today's business challenges.

HIGHLIGHTS

With *Harvard ManageMentor*, your organization benefits from:

- Managers who can quickly apply new skills on the job and drive business results
- A single resource that meets multiple learning needs
- A consistent approach delivered to a globally dispersed workforce
- The ability to track and measure the business impact of your investment

Harvard ManageMentor adds value for your learners with:

- Access to proven business concepts, when and where needed
- Concise topics, videos, and tools that engage and motivate
- Personalized experience: goals, skill development, and action planning
- Collaboration tools that facilitate learning from and with others
- Integration of learning with work to ensure application on the job

The Most Trusted On-Demand Leadership Development Resource

Harvard ManageMentor is the premier on-demand learning and performance support resource for leadership and management skill development.

Harvard ManageMentor has the highest quality content—regularly updated topics, videos, tools, and on-the-job activities—that engage and motivate learners. *Harvard ManageMentor* is fueled by the latest in thinking and proven practices from Harvard Business Publishing's world-class experts.

Harvard ManageMentor drives learning transfer and business impact through an innovative work-based learning approach that focuses on application of skills on the job.

ONE SOLUTION—MULTIPLE USES

Performance support: Offers just-in-time, moment-of-need access to a wide variety of content, videos, resources, and tools

Learning and development: Delivers prescriptive learning programs that ensure consistent performance

Teaching and mentoring: Prepares leaders to lead development discussions with their teams and others, providing opportunities to cascade learning throughout the organization

Collaborative learning: Promotes learning from others for organizational context and provides a means to capture and disseminate institutional knowledge

Tailored programs: Concise stand-alone lessons and assets can be easily leveraged in the design of leadership development programs

PROGRAM TOPICS

LEADING YOURSELF

- Career Management
- Delegating
- Goal Setting
- Managing Your Boss
- Meeting Management
- Presentation Skills
- Stress Management
- Time Management
- Writing Skills

LEADING OTHERS

- Change Management
- Coaching
- Developing Employees
- Difficult Interactions
- Feedback Essentials
- Global Collaboration
- Hiring
- Leading People
- Performance Appraisal
- Persuading Others
- Retaining Employees
- Team Creation
- Team Management

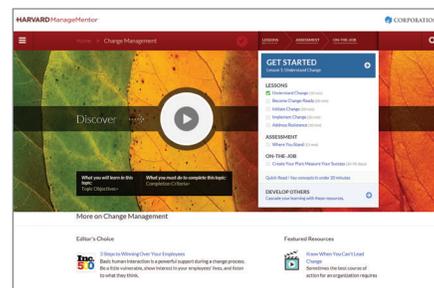
LEADING THE BUSINESS

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

WORK-BASED LEARNING APPROACH

ACCELERATES KNOWLEDGE TRANSFER AND APPLICATION ON THE JOB

Harvard ManageMentor focuses on integrating learning and work. The work-based focus starts with goal-aligned lessons, then transitions to on-the-job application. Learners directly apply what they've learned to their work, for continuous reinforcement of skills.



Topics share these common elements:

Discover: Introductory videos that engage and inspire the learner.

Lessons: Each topic consists of 4 to 6 concise, action focused lessons. Each lesson has a cycle of Learn-Practice-Reflect.

- **Learn:** Key management concepts oriented around a performance goal. Supports varied learning styles with a mix of content, videos, infographics, and downloadable tools.
- **Practice:** Real-world scenarios and self-tests check the learner's understanding of the concepts in the lesson.
- **Reflect:** Opportunity for the learner to capture reflections and think about how to improve their performance.

Assessment: Measures the learner's understanding of a topic's key performance goals and the ability to apply new concepts in specific scenarios.

On-the-Job: Learners select performance goals and create action plans to work on post topic. The learners are "mentored" during this period (typically 90 days). Emailed content, tips, and reminders keep them motivated and on track.

Develop Others: Resources help managers prepare to lead discussions with teams to cascade learning.

Focused on Your Success

Harvard ManageMentor can be customized with an organization's look and feel and brand. It can be incorporated into existing leadership development programs or offered as a performance support resource. *Harvard ManageMentor* can be mapped to an organization's core capabilities and strategy, embedded within current systems and processes, or run on its own. Leadership development experts from Harvard Business Publishing work with clients to determine the best approach for each organization.

LEARN MORE

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