



Member How-to Document

Harvard ManageMentor: Accessing the On-The-Job Section of a Course

Purpose: Harvard ManageMentor provides action plans for each of their courses, helping you apply your new skills. This guide shows you how to access those plans. Note: This section is completely optional and is not required for course completion.

Process:

1. Once you have accessed the course, scroll down to the “Next Steps” section. Here you will see the “On-the-job” section. Click on “Create an Action Plan”.

Next Steps

The screenshot shows two cards under the 'Next Steps' heading. The first card is for 'Assessment', which is 0% complete and includes a 'Start Assessment' button. The second card is for 'On-the-Job', which is optional and includes a 'Create an Action Plan' button that is highlighted with an orange box.

Note: The On-The-Job section is only available once the course’s assessment has been passed.

2. Click on “Start a new Action Plan”.

The screenshot shows the 'Action Plans' section with a 'Start a New Action Plan' button highlighted with an orange box. The text above the button states: 'You must finish one action plan in its entirety in order to mark this topic complete.'

3. You will be given multiple options depending on the course, choose the one you'd like to create a plan (or complete them all!) or and then press "Create an Action Plan".

[< Action Plans](#)

Create a new action plan

Since improving any skill takes time, it helps to focus your development efforts on those skills that will have the greatest impact. Consider the ratings below. What are your strengths? Where could you improve? What are the priorities from your manager or company? Select one skill for which you'll create an action plan.

Prioritize goals when managing your time

You Rated Yourself a 5 out of 5

Create an Action Plan

Recognize what distracts you and refocus quickly

You Rated Yourself a 5 out of 5

Create an Action Plan

Develop a broad toolkit of productivity strategies

You Rated Yourself a 5 out of 5

Create an Action Plan



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