

Member How-to Document

Harvard ManageMentor: Finding and Starting A Course

Purpose: Finding courses in Harvard ManageMentor and how to start them.

Finding a Course

Process:

1. Once you've accessed Harvard ManageMentor, navigate to the top navigation bar, and click on "courses".

HARVARD ManageMentor®

Home

Courses

2. From here, you will see the top trending courses in Harvard ManageMentor. Scrolling down you will see the "Explore Courses" section. This section allows you to view all available Harvard ManageMentor courses, as well as options to filter by "Leading Others", "Leading the Business", and "Leading Yourself".

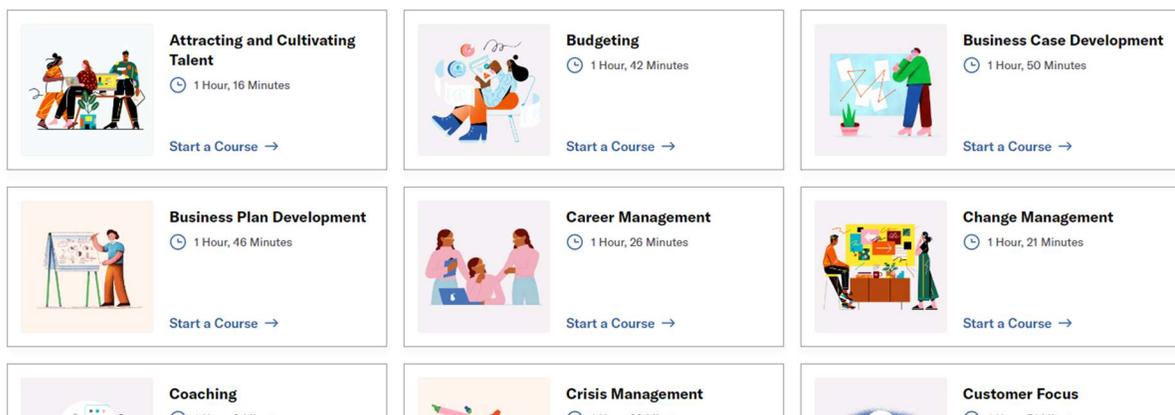
Explore Courses

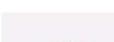
All Courses

Leading Others

Leading The Business

Leading Yourself



 <p>Attracting and Cultivating Talent 🕒 1 Hour, 16 Minutes Start a Course →</p>	 <p>Budgeting 🕒 1 Hour, 42 Minutes Start a Course →</p>	 <p>Business Case Development 🕒 1 Hour, 50 Minutes Start a Course →</p>
 <p>Business Plan Development 🕒 1 Hour, 46 Minutes Start a Course →</p>	 <p>Career Management 🕒 1 Hour, 26 Minutes Start a Course →</p>	 <p>Change Management 🕒 1 Hour, 21 Minutes Start a Course →</p>
 <p>Coaching 🕒 1 Hour, 9 Minutes</p>	 <p>Crisis Management 🕒 1 Hour, 23 Minutes</p>	 <p>Customer Focus 🕒 1 Hour, 51 Minutes</p>

Starting a course

1. Navigate to the course of your choosing and in the course's card click "Start a Course".



2. You will now see a description of the course. To start the course, click on the blue "start course" button at the very top.



Note: From here you can also scroll down to see the individual lessons available for the course, the assessment, discussion guides, and the On-The-Job action plans. (Shown below).

Lessons

<p>1</p> <p>What Diversity Is—and Why It Matters</p> <p>Differences on your team can be immensely powerful. Learn how by sharpening your awareness of diversity, you can benefit yourself, your team, and your organization.</p> <p>🕒 22 minutes</p> <p>Start</p>	<p>4</p> <p>Become a Diversity Advocate</p> <p>By becoming a diversity advocate, you support team members in bringing their whole selves to work. Discover skills for contributing to an inclusive workplace where everyone can thrive.</p> <p>🕒 19 minutes</p> <p>Start</p>
<p>2</p> <p>Understand and Counter Bias</p> <p>Bias and privilege can hinder a team's efforts to foster and benefit from diversity. Learn to manage these factors—and help turn diversity into a powerful enabler of success for your team and organization.</p> <p>🕒 23 minutes</p> <p>Start</p>	<p>5</p> <p>Advance Your Organization's Diversity Efforts</p> <p>You can foster diversity, inclusion, and belonging in ways that benefit not just your team—but also your entire organization. How? Strengthen your skills in these crucial areas.</p> <p>🕒 22 minutes</p> <p>Start</p>
<p>3</p> <p>Lead Inclusively</p> <p>Fostering an inclusive team environment—where everyone feels valued, respected, and heard—delivers big advantages. Find out how you can create conditions that enable everyone on your team to thrive.</p> <p>🕒 26 minutes</p> <p>Start</p>	

Next Steps

<p>Assessment</p> <p>Test your understanding and reinforce what you've learned</p> <p>Start Assessment →</p> <p>🕒 10 minutes</p>	<p>OK Complete</p>
<p>On-the-Job</p> <p>Put your new skills into practice by creating a personalized action plan</p> <p>Create an Action Plan →</p> <p>🕒 (60-120 days)</p>	<p>(Optional)</p>

Discussion Guides

Share what you've learned with others - and learn from them too. Each discussion guide below features notes and slides to help you facilitate the conversation, and an invitation you can use to set up the meeting.

Discussion 1: Explore why diversity matters

[Download →](#)

Discussion 2: Understand and counter bias

[Download →](#)



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