

## Harvard ManageMentor

The most practical resource for fostering management skills and applying them on the job immediately.

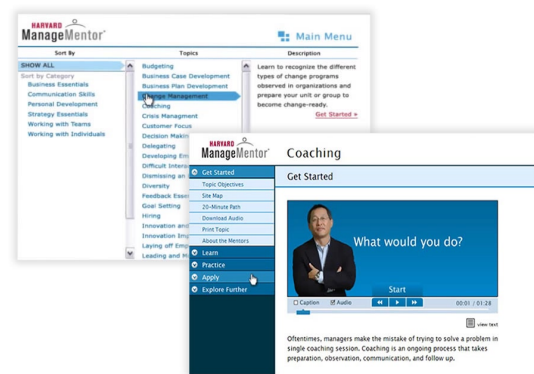
### What is Harvard ManageMentor?

Harvard ManageMentor is an online resource delivering information, practical tools, steps and tips on more than 40 business topics.



With expert advice from world-renowned business leaders, your workforce will build on a broad base of management skills. Your managers will have access to material addressing daily management responsibilities ranging from running a meeting to developing a strategy.

### What's included in Harvard ManageMentor?



#### Comprehensive Topic Overview

Media-based scenarios that pose thought-provoking business challenges, which offer multiple paths through the content.

#### Core Concepts

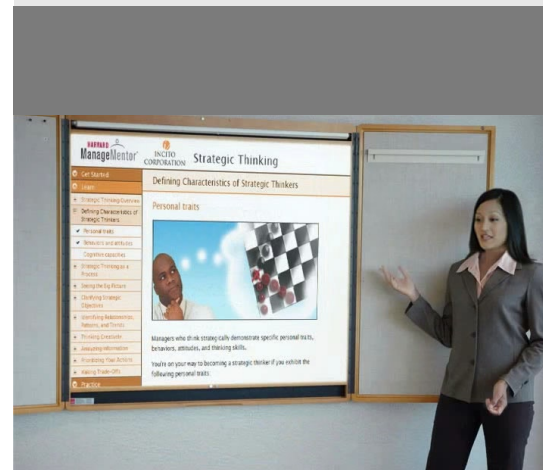
Key ideas and interactive activities with short video clips of relevant compelling stories.

#### Real-world Scenarios

Simulations and self-tests to check the learner's understanding and help sharpen new skills.

### Highlights

- 200 + interactive learning activities
- Audio downloads for mobile devices
- 125 + executive perspectives
- Optimised content and navigation
- 350 + video elements



### Tools and Tips

Practical tools, steps and tips for applying concepts on the job including downloadable templates and worksheets, which can be customised as required.

### Additional Resources

Managers have access to Harvard Business Review, audio downloads and competency tests can be integrated into each module.

### How can Harvard ManageMentor be used?

- Just-in-time performance support.
- Pre and post work as part of a blended learning programme.
- To complement live management development sessions.
- Competency Development.

### Who uses Harvard ManageMentor?

- Harvard ManageMentor is suitable for all levels of management - from junior managers to the most senior managers.
- The managers' experience and preferences will dictate how they use it and what paths they take.
- Harvard ManageMentor is used by millions of managers worldwide.

### Topics Include:

- |                           |                         |
|---------------------------|-------------------------|
| Budgeting                 | Meeting Management      |
| Business Case Development | Negotiating             |
| Business Plan Development | New Manager Transitions |
| Career Management         | Performance Appraisal   |
| Change Management         | Performance Management  |
| Coaching                  | Persuading Others       |
| Crisis Management         | Presentation Skills     |
| Customer Focus            | Process Improvement     |
| Decision Making           | Project Management      |
| Delegating                | Retaining Employees     |
| Developing Employees      | Strategic Thinking      |
| Difficult Interactions    | Strategy Execution      |
| Dismissing an Employee    | Stress Management       |
| Diversity                 | Team Leadership         |
| Feedback Essentials       | Team Management         |
| Finance Essentials        | Time Management         |
| Goal Setting              | Virtual Teams           |
| Hiring                    | Writing Skills          |
| Innovation and Creativity |                         |
| Innovation Implementation |                         |
| Laying Off Employees      |                         |
| Leading and Motivating    |                         |
| Managing Upward           |                         |
| Marketing Essentials      |                         |

