I. Harvard Case In Point ................................................................................Page 1
II. Harvard Manage Mentor + (Hmm) .............................................................Page 2
III. Harvard Leadership Transitions...............................................................Page 3
IV. Harvard - Stepping Up To Management .................................................Page 3

I. Harvard Case in Point
1. Aligning Strategy
2. Anticipating Risk
3. Building a Business Case
4. Cultivating Customer Loyalty
5. Defining Problems
6. Delegating for Growth
7. Developing a Global Perspective
8. Difficult Interactions
9. Emotional Intelligence
10. Ethical Decisions
11. Fostering Innovation
12. Influencing Others
13. Managing Creativity
14. Managing Performance
15. Overseeing Change
16. Providing Feedback
17. Removing Implementation Barriers
18. Retaining Talent
19. Selecting Solutions
20. The Coach’s Role
II. Harvard Manage Mentor + (HMM)

1. Assessing Performance
2. Becoming a Manager
3. Budgeting
4. Capitalizing On Change
5. Coaching
6. Creating a Business Case
7. Delegating
8. Developing Employees
9. Dismissing An Employee
10. Finance Essentials
11. Focusing On Your Customer
12. Giving and Receiving Feedback
13. Hiring
14. Implementing Innovation
15. Implementing Strategy
16. Keeping Teams On Target
17. Laying Off Employees
18. Leading a Team
19. Leading and Motivating
20. Making a Presentation
21. Making Business Decisions
22. Managing Crisis
23. Managing Difficult Interactions
24. Managing for Creativity and Innovation
25. Managing Upward
26. Managing Workplace Stress
27. Managing Your Career
28. Managing Your Time
29. Marketing Essentials
30. Measuring Business Performance
31. Negotiating
32. Persuading Others
33. Preparing a Business Plan
34. Project Management
35. Retaining Valued Employees
36. Running a Meeting
37. Setting Goals
38. Solving Business Problems
39. Thinking Strategically
40. Working With a Virtual Team
41. Writing For Business
III. Harvard Leadership Transitions
1. Leadership Transitions - Accelerating Your Learning
2. Leadership Transitions - Achieving Alignment
3. Leadership Transitions - Assessing Your Vulnerabilities
4. Leadership Transitions - Building Your Team
5. Leadership Transitions - Creating Partnerships
6. Leadership Transitions - Diagnosing Your Situation
7. Leadership Transitions - Prioritizing to Succeed
8. Leadership Transitions - Working with Your New Boss
9. Leading Teams with Emotional Intelligence

IV. Harvard - Stepping Up to Management
1. Stepping Up to Management - Cultivating Your Team
2. Stepping Up to Management - Evolving as a Manager
3. Stepping Up to Management - Managing and Developing People
4. Stepping Up to Management - Networking with Colleagues
5. Stepping Up to Management - Organizing Resources, Meetings and Time
6. Stepping Up to Management - Supporting Your Boss and Organization
7. Stepping Up to Management - Understanding Your New Role
8. Stepping Up to Management - Working Through Others