Lessons Learned and Insights Gained:
A Discussion of Diversity, Excellence & Institutional Knowledge with MIT Staff

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Panelists: Michelle Coleman, Biology; Mary Grenham, Linguistics and Philosophy; Ken Hewitt, Lab for Nuclear Science; Eileen Ng, School of Engineering

1. Networking is critical – retain relationships
2. When applying for a job, be thorough in your preparation – do your homework
3. Utilize MIT’s tuition assistance program – go back to school for the training you need.
4. When coming into a new environment, be open! Utilize what you have already learned/known (your tools), and be ready to apply your knowledge/tools in a way that works successfully at MIT. Don’t take just a cookie cutter approach to problem solving/doing your job.
5. Consider getting a certificate in mediation – especially if you are a manager.
6. Be your authentic self.
7. Find a forum to make change.
8. Establish yourself at MIT:
   a. Do the best job you can – build credibility
   b. Let people know how good you are
   c. Don’t be invisible
9. In your current position, be creative & innovative, find more ways to add value to your work/your environment.
10. Set high goals for yourself and figure out what you need to do to accomplish those goals.

http://hrweb.mit.edu/diversity/ergs