



**TRAINING TO GO**  
MIT HUMAN RESOURCES  
EMPLOYEE & LABOR RELATIONS TEAM



## Training to Go

The Human Resources' Employee & Labor Relations team offers hour-long information sessions delivered in departments, labs, and centers on the topics below. Each session is presented by a Human Resources Officer who comes to a location that you choose, with the audience that you would like to target, and each session includes time for questions. If you are interested, please contact your Human Resources Officer (<<http://web.mit.edu/hr/empservices/hro.html>>).

While these sessions are to introduce you to the topic, some of this content is also covered more in depth in MIT's professional development classes. To learn more, visit the training site at <[http://web.mit.edu/sapwebss/PS1/training\\_home.shtml](http://web.mit.edu/sapwebss/PS1/training_home.shtml)>.

### Topic: Incivility in the Workplace

**Audience:** Supervisors/Managers/Employees

**Purpose:** To reduce instances of incivility in the workplace and to promote a respectful environment

**This two-and-a-half hour session covers:**

- the impact of disrespectful behaviors in the workplace on employees and the work product
- the distinction between bullying and illegal discrimination and harassment
- the characteristics of respectful behaviors and methods for achieving a respectful workplace environment
- the power of micromessages—for better or worse
- tools for bystanders, individuals, and supervisors to address bullying

### Topic: Corrective Action/Discipline

**Audience:** Managers/Supervisors

**Purpose:** To learn how to manage problem performance and behavior

**This one-hour session covers:**

- progressive discipline for non-union employees
- how to establish and communicate expectations and standards
- how to hold productive counseling and disciplinary meetings
- how to determine appropriate action/discipline and develop solid documentation



## **Topic: Interviewing and Hiring Tips**

**Audience:** Managers/Supervisors

**Purpose:** To get practical advice on interviewing and hiring

**This one-hour session covers:**

- legal aspects of interviewing
- tips on how to conduct an effective interview
- next steps after the interview occurs
- MIT policies and resources

## **Topic: Introduction to Human Resources**

**Audience:** Individual departments, labs, centers

**Purpose:** To introduce the services and resources of central HR

**This one-hour session covers:**

- the role of the human resources officer (HRO)
- the functional areas that compose central HR
- how central HR can provide assistance
- details on who does what

## **Topic: Job/Position Evaluation**

**Audience:** Managers/Supervisors

**Purpose:** To understand how a position is classified within the MIT system

**This one-hour session covers:**

- Fair Labor Standards Act (FLSA)
- Massachusetts Payment of Wages Act
- MIT classification systems and the FLSA
- job evaluation process and resources

## **Topic: Performance Management**

**Audience:** Managers/Supervisors

**Purpose:** To learn how to do effective performance reviews and give feedback

**This one-hour session covers:**

- performance management policy and the performance planning and review cycle
- steps in the annual review conversation
- SMART goal setting
- resources and information



## **Topic: Preventing Sexual Harassment**

**Audience:** Managers/Supervisors

**Purpose:** To learn how to identify harassment and what your role is in addressing it

**This one-hour session covers:**

- the law and MIT policy about sexual harassment and other forms of harassment
- behaviors that constitute sexual harassment
- your responsibility in responding to reports of harassment
- available resources at MIT if you observe harassment

## **Topic: Supervising in a Union Environment**

**Audience:** Managers/Supervisors working with employees under an MIT union contract

**Purpose:** To understand the basics of the union contract and practices

**This one-hour session covers:**

- the most fundamental aspects of the union contract
- collective bargaining
- how to handle a grievance
- what is different/same about a union environment

## **Topic: Understanding and Administering Leaves**

**Audience:** Managers/Supervisors/Employees

**Purpose:** To gain a better understanding of MIT leave policies

**This one-hour session covers:**

- Family and Medical Leave Act of 1993 (FMLA) and related FMLA leaves
- additional leaves (e.g., bereavement, military, personal, etc.)
- how federal, state, and MIT's leave policies overlap
- resources and information

## **Topic: Your Role in Your Performance Review**

**Audience:** All Employees

**Purpose:** To learn how to prepare for and shape your own performance review

**This one-hour session covers:**

- the three steps in the performance planning and review process: preparation, collaboration, and confirmation
- strategies for communicating effectively with managers/supervisors during performance planning and review conversations
- SMART goal setting
- tips on feedback