

*What's
new*

Our courses
now take
place in a
new location!

Most of the courses in this
flyer take place in HR's new
training room, E19-431,
designed to facilitate
effective learning
experiences.

OED's mission is to advance the organiza-
tional effectiveness of MIT and its departments
and to promote the professional development of
members of the MIT community.

Questions about OED's courses?
Email pctrain-reg@mit.edu or call
617-253-4253.



Organization & Employee Development
E19-431
web.mit.edu/hr/oed/training/



Professional Development Opportunities

Winter/Spring

February-May 2004



Organization & Employee Development

To learn more about OED, go to
<http://web.mit.edu/hr/oed/>



Courses

February-May
2004

CAREER PLANNING	Preparing For and Giving Great Presentations <i>May 5, 12</i> 9:00-4:00	Mastering Meetings <i>March 29, 30</i> 9:00-5:00, 9:00-1:00	Transitioning to Management <i>April 13, 15</i> 9:00-noon <i>(Leadership Focus)</i>	SPONSORED RESEARCH ADMINISTRATION
Interviewing Skills <i>February 4</i> 9:00-noon	Preventing and Resolving Conflict <i>April 1, 8</i> 9:00-4:00	LEADERSHIP AND MANAGEMENT <i>(Management Focus)</i>	MIT Leader Seminar: Lesson from a Faculty Administrator <i>April 7</i> 9:00-noon	Cost Principles A-21 & CAS <i>February 4</i> 9:00-11:00
Making Career Choices: Exploring Your Options <i>May 6, 13, 20, 27</i> 9:00-noon	UNDERSTANDING YOURSELF AND OTHERS	Effective Management Through Situational Leadership II <i>March 12</i> 9:00-4:00	MIT Leader Seminar: Leading Change and Transition <i>March 24</i> 9:00-noon	Assistance and Procurement Terms: OMB Circular A-110 <i>February 18</i> 9:00-11:00
Shifting Gears: Transitions for Mid-life and Beyond <i>new</i> <i>February 26, March 4, 18, 25</i> 9:00-noon	Living with Change <i>February 4</i> 9:00-noon	Management Principles for Peak Performance <i>February 11, 18, 25</i> 9:00-noon	FINANCIAL MANAGEMENT	Rates: F&A, EB, and Allocation <i>March 3</i> 9:00-11:00
COMMUNICATING WITH OTHERS	Performance Planning and Review: Your Role in Your Own Review <i>March 17, 18, 19</i> 12:00-1:00	Management Principles When Performance Concerns Arise <i>March 3, 10, 17</i> 9:00-noon	Accounting Fundamentals <i>March 17</i> 9:00-noon	Post-Award Process: Project Start Up <i>March 17</i> 9:00-12:00
Assertive Communication <i>May 4</i> 9:00-noon	Tips and Techniques for Time Management <i>April 16</i> 9:00-4:00	Performance Planning and Review: The Manager's Role <i>April 5</i> 9:00-noon	Fundamentals of Financial Management <i>January 26, 27, 28, 29</i> 9:00-noon <i>or</i> <i>March 1, 2, 3, 4</i> 9:00 – noon	Post Award Process: Administration and Reporting <i>March 31</i> 9:00-noon
Communicating Upward <i>February 18, 20, 23, 25</i> 12:00-1:00	WORKING IN GROUPS	Project Planning and Organization <i>March 18, 25</i> 8:30-4:30		Post-Award Process: Project End and Close-Out <i>April 14</i> 9:00-noon
Improving Communication Patterns <i>March 24</i> 9:00-1:00	Essential Facilitation <i>February 23, 24, 26, 27</i> 9:00-5:00			Pre-Award Process <i>April 28</i> 9:00-noon

To browse OED's course descriptions, go to
<http://training.mit.edu/tr?groupid=3>

For information on current course locations or dates, go to
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For information about other training courses at MIT, go to
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