IS&T Training & Development Opportunities

1. **On-the-Job Training**
   Work with your manager and CG Liaison to explore:
   a) knowledge transfer between IS&T colleagues
   b) learning and developmental stretch opportunities within department or outside of department (e.g., special assignments, projects, meetings, cross-training or rotations, etc.)
   c) attendance at conferences, seminars and workshops, as appropriate; may be linked with membership in professional organizations or associations

2. **IS&T Training**   **http://web.mit.edu/ist/topics/training/index.html**
   Basic computing concepts and techniques.
   a) Core Skills Assessment
   b) IS&T Training Catalog: operating system basics, word processing, spreadsheets, databases/database tools, application-specific skills, web publishing, etc.
   c) Web-Based Computer Training (Element K): Database, design, desktop, networking, programming, project management, webmaster, etc.)
   http://web.mit.edu/ist/topics/training/wbt.html

3. **MIT Organization & Employee Development (OED)**
   http://web.mit.edu/hr/oed/training/index.html
   OED offers a wide range of learning opportunities to help members of the MIT community develop professional and personal skills. Courses focus on: collaboration, leadership, communication, critical thinking/problem solving, financial management and reporting, and individual development.
   http://web.mit.edu/sapwebss/PS1/training_home.shtml

4. **Professional Organizations**
   Non-MIT accredited and non-accredited organizations. Courses focus on: project management, negotiation skills, IT trends, etc.
   a) Boston University Corporate & Professional Programs: www.BUtrain.com
   b) Northeastern University Executive & Professional Development Programs:
   http://www.ace.neu.edu/professional
   c) The Boston Consortium for Higher Education - http://www.boston-consortium.org/professional_development/spring2005_db/course_calendar2.asp
   d) NERCOMP - Northeast Regional Computing Program: www.nercomp.org
   e) EDUCAUSE: www.educause.edu/pd
   f) National Seminars: www.nationalseminarstraining.com
   g) New Horizons Computer Learning Centers: www.nhboston.com
   h) IBM Training & Certification: www.ibm.com/training/us/catalog/ace

5. **Self-Directed Learning**   **http://web.mit.edu/hr/training/index.html**
   a) Career Development   http://web.mit.edu/hr/careers/index.html
   Workforce & Career Planning at MIT offers workshops and professional development programs to assist staff and faculty to assess their current career situation, set goals, and manage career development.
   b) Tuition Assistance Plan (TAP): $5,250 for full-time employees per plan year for eligible courses (pro-rated for part-time employees)
   c) Career Assistance Plan: $500 every 5 years