RESOURCES ACROSS THE INSTITUTE AND IN HR
FOR EMPLOYEES, MANAGERS, OURSELVES

People Resources

- **Human Resource Officers (HROs)** are available to consult with employees and managers on any issue affecting their work at MIT.

- **Organizational Development Consultants (ODCs)** are available to meet with employees and managers on a range of services, including change management, business process redesign, and team development.

- **Center for Work, Family & Personal Life** offers seminars and resources on financial planning, helping family members cope with financial hard times, tools for managing a diverse workforce, and work/life stress.

- **Personal Assistance Program through MIT Medical** is a free and confidential benefit for all staff and faculty who face issues that may affect their work or family lives. Consultation is also available to managers, supervisors, and administrators.

- **Center for Health Promotion at MIT Medical** offers services, programs, and resources on stress management; staff can customize presentations.

- **The Ombuds Office** is an independent, confidential, and neutral resource to help faculty, staff, and students resolve disputes and manage conflicts.

- **MIT Chaplains** provide spiritual and personal support to all of the MIT community.

- **HR’s Retirement Office** provides information on retirement benefits and offers individual consultations.

- **MIT’s Fidelity Investments representative** Paul Gunning is available for consultations.

- **MIT’s Federal Credit Union** provides information and resources on financial matters.

Training and Professional Development [http://web.mit.edu/sapwebss/PS1/training_home.shtml](http://web/mit.edu/sapwebss/PS1/training_home.shtml)

Training classes include:

- Resume and Cover Letters; Effective Interviewing; Networking in a Job Search; Tips and Techniques for Time Management
- Active Listening
- The Manager’s Role in Performance Development

Through the HROs: Training to Go on “Managing Change” (in progress)

Online Resources and Learning Topics


Business Process Improvement [http://web.mit.edu/hr/oed/bpi](http://web.mit.edu/hr/oed/bpi)

OED Learning Topics on managing change, communication, active listening, etc. [http://web.mit.edu/hr/oed/learn/index.html](http://web.mit.edu/hr/oed/learn/index.html)

Performance Development [http://hrweb.mit.edu/Performance/](http://hrweb.mit.edu/Performance/)


Stafflinks: [http://web.mit.edu/staff/](http://web.mit.edu/staff/)


MIT FamilyNet: [http://familynet.mit.edu](http://familynet.mit.edu)

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