

On-Site MCAD Training

The Massachusetts Commission Against Discrimination (MCAD) provides discrimination prevention training to the public, including:

- Supervisors and managers
- Line staff
- Human resources professionals
- Attorneys
- Realtors and property managers
- Landlords
- Community groups

Training sessions range from two hours to four days in length, depending on the topics covered. All training programs are highly interactive and engaging, including case studies, role plays, and quizzes.

Our programs are tailored to the specific training audience, including relevant examples and skill-based activities. The training includes information about Massachusetts law, as well as the host organization's internal policies. Generally, the training is mandatory for all of the host organization's employees.

Open Enrollment Training

The MCAD also provides open enrollment discrimination prevention training sessions at our Boston and Springfield offices. For information about upcoming sessions and fees, please contact the MCAD training unit.

Topics

The MCAD customizes sessions to each audience's particular needs and interests. Training topics include:

- Preventing and Addressing Discrimination in the Workplace
- Preventing and Addressing Discriminatory Harassment in the Workplace (including sexual harassment)
- Preventing Housing Discrimination
- Conducting Internal Discrimination Complaint Investigations
- Know Your Rights
- Discrimination Prevention Train-the-Trainer
- Introduction to the MCAD

Training Fees

The Commission charges fees ranging from \$40 to \$80 per person, depending on the length of the training session.

A minimum of 10 participants and/or a minimum payment is required. Depending on the length of the training, the minimum payment ranges from \$250 to \$800. Generally, a maximum of 40 participants may be included in each training session. In cases of financial hardship, requests may be made to reduce or waive the training fee.

Contact Us

To request a training session or for more information about the MCAD's training services, please contact the MCAD training unit at 617-994-6072, or by email at Training.Assistant@state.ma.us.

MCAD Discrimination Prevention Training Program

Each year, the MCAD sponsors a program to prepare employment attorneys, human resources professionals, and consultants to conduct workplace discrimination prevention training and internal discrimination complaint investigations.

Graduates may opt to be placed on the MCAD's training and investigations referral lists.

To receive this year's course information, please contact the MCAD training unit at 617-994-6072, or by email at Training.Assistant@state.ma.us.

Remedial Training

Some training sessions are required by MCAD hearing decisions or case settlements. In these instances, the employer may choose among training by the MCAD, a graduate of the MCAD train-the-trainer program, or a trainer of its choice approved by the MCAD. Generally, there are specific requirements regarding training topics, length, and documentation.

For More Information about the MCAD

Information about the MCAD is available on the Commission's web site at www.mass.gov/mcad, including a number of fact sheets, guidelines, and other publications.

MCAD Training Regulation

All MCAD training is conducted in accordance with 804 CMR 11.00, the MCAD's training regulation. The regulation is available at www.mass.gov/mcad/regs804cmr1100.html.

**Massachusetts Commission
Against Discrimination**
1 Ashburton Place, Room 601
Boston, MA 02108



MCAD TRAINING SERVICES

**Massachusetts Commission
Against Discrimination**

*1 Ashburton Place, Room 601
Boston, MA 02108*

617-994-6000 *Main Number*
617-994-6072 *Training Unit*

Julian T. Tynes, Chairman
Sunila Thomas-George, Commissioner
Jamie R. Williamson, Commissioner

Rebecca Shuster, Director of Training