

## 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
- Landlords and property managers
- 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 and role plays.

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 for individuals and small groups 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 Housing Discrimination
- Preventing and Addressing Discrimination in Public Accommodations
- Conducting Internal Discrimination Complaint Investigations
- Know Your Rights
- Discrimination Prevention Train-the-Trainer
- Introduction to the MCAD

## Training Fees

The Commission charges from \$40 to \$80 per person for two- to seven-hour training sessions, though there is no fee for training for individuals likely to experience discrimination, nor for speaking engagements.

For on-site training, a minimum of 20 participants is required. Generally, up to 30 participants may be included in each 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](mailto:Training.Assistant@state.ma.us).

## MCAD-Certified Courses for Equal Employment Opportunity Professionals

Each year, the MCAD sponsors a program to prepare employment attorneys, human resources professionals, and consultants to deliver workplace discrimination prevention training, conduct internal discrimination complaint investigations, and respond to employees' accommodation requests. Graduates may opt to be placed on the referral lists. Each course module is two or three days, and opting to take all courses is a total of twelve days from January through May of each year.

To receive this year's course information, please see our web site, or contact the MCAD training unit at 617-994-6072 or [Training.Assistant@state.ma.us](mailto: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, interactive activities, 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](http://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](http://www.mass.gov/mcad/regs804cmr1100.html).

*"The best training I have received in my twelve years at the University."*

*- Senior Director of  
Human Resources,  
Major Boston-Area  
University*



# MCAD TRAINING SERVICES

**Massachusetts Commission  
Against Discrimination**

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