

HR Training Opportunities

The Human Resources Division (HRD) of the Commonwealth of Massachusetts offers training for MassArt employees. The [Training and Learning Development Group](#) is comprised of a team of training professionals who have proven expertise in helping agencies of all sizes improve the performance of their employees.

Here is a small sample of some of the courses the HRD offers:

- Dealing with Difficult Behaviors in the Workplace
- Getting Your Point Across: Delivering Effective Presentations
- Perspectives on Supervision: Moving from Employee to Supervisor
- Write it Right! Advanced Strategies for Effective Business Writing
- Computer Technology Courses in Microsoft Access, Excel, Outlook and more