

**Office of Equal Opportunity**  
**Staff Development Workshop Series**  
**2008**

**Workshop 01: EEO for Administrators:**

Designed for Administrators and Supervisors. Will provide crucial information and clarification about their rights and responsibilities under Chancellor's Regulation A-830 and applicable federal, state and local EEO laws. From hiring practices to employee disputes, participants will be better equipped to respond to EEO issues in the workplace.

**Workshop 03: Workplace Sexual Harassment:**

Designed for all DOE employees. Will provide information regarding the types of sexual harassment, applicable laws, and recognizing offensive behaviors.

**Workshop 02: EEO Overview:**

Designed for all DOE employees. Will provide an overview of EEO laws and policies. Workshop utilizes interactive techniques which will better prepare participants to appropriately identify and address EEO issues in the workplace.

**Workshop 04: A-830 EEO Complaint Process:**

Designed for all DOE employees. Will provide important information about the internal complaint process: from the initial formal filing, through the investigation and determination, to final appellate review.

**Workshop 05: Disability & Religious Accommodations:**

Designed for all DOE employees. Workshop will provide an overview of the Americans with Disabilities Act, NYS & NYC Laws as they relate to disabled individuals and workplace accommodation requests. Workshop will also address religious accommodations in the workplace.

**Training Request**

Name \_\_\_\_\_

Title \_\_\_\_\_

School/Office \_\_\_\_\_

Address \_\_\_\_\_

(Training offered on-site)

Workshop # \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Time \_\_\_\_\_

(60-90 minute sessions)

If you would like to schedule a session, please complete this form and fax or send it to: **Office of Equal Opportunity  
Training Specialist  
65 Court Street—Suite 923  
Brooklyn, NY 11201  
(718) 935-3775—Fax  
(718) 935-3320—Phone**

Requests may also be submitted via email at: [OEOTraining@schools.nyc.gov](mailto:OEOTraining@schools.nyc.gov)