

**Office of Equal Opportunity and Diversity Management**  
**Staff Development Workshop Series**  
**School Based Training**

**EEO Overview for General Staff:**

**Designed for general staff. Workshop will provide an overview of EEO laws and policies, and will cover discriminatory practices, including sexual harassment. Workshop utilizes interactive techniques which will better prepare participants to identify and address EEO issues in the workplace. Workshop will also cover the EEO Internal Complaint process.**

**Training Request**

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Office** \_\_\_\_\_

**Address** \_\_\_\_\_

(Training offered on site at schools)

**Date(s) Requested** \_\_\_\_\_

*\*Please provide up to three alternate dates to assist OEO in accommodating your request. Sessions can be scheduled during PD days, extended days, or regularly scheduled staff meetings. Trainings should not be scheduled during the staff lunch break.*

**Time** \_\_\_\_\_ (60-90 minute sessions)

**Approx # of Attendees** \_\_\_\_\_

**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—11<sup>th</sup> Floor  
Brooklyn, NY 11201  
(718) 935-2531—Fax  
(718) 935-4979—Phone**

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