



Department of
Education

Dennis M. Walcott, Chancellor

Office of Equal Opportunity and Diversity Management
Staff Development Workshop Series
Central Staff Training

EEO Overview Workshop 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 or at OEO for up to 24 participants)

Date(s) Requested: _____
**Please provide up to three alternate dates to assist OEO in accommodating your request.*

Time: _____ (60-90 minute sessions)

Approximate # 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—11th Floor
Brooklyn, NY 11201
(718) 935-2531—Fax
(718) 935-4979—Phone**

Requests may also be submitted via email at: OEOTraining@schools.nyc.gov