

Tips on planning and presenting the *Disability Awareness and Resources in an Inclusive Workplace* Training Presentation for a Workshop:

- 1) Be clear on the training objectives outlined on slide #2. This is NOT an ADA/504 compliance training but a sensitivity training. **Emphasize that the goal of this training is to enhance inclusion on campus for all members of the community by educating employees on how to interact with people with disabilities.** Anyone in the college can use this training to organize a workshop for co-workers or subordinates.
- 2) Familiarize yourself with the formal definition of “disability” in advance of the presentation.
- 3) **Remember:** HR is responsible for facilitating all reasonable accommodations requests for employees. Such employees must contact the HR Benefits Manager. The Office of Accessibility Services reviews reasonable accommodations requests submitted by students.
- 4) The CUNY Accommodations Request Charts (slides 10 – 13) are broken down by target audience and should be read by **going down the column** and interpreted as follows:
 - a. Row 1: Initial request for accommodations should be submitted to respective offices based on the requester’s role in the College (represented in each column).
 - b. Row 2: In the case that the requester disagrees with the decision to the accommodations request, an appeal can be submitted to the office indicated.
 - c. Row 3: The final decision to any appeal would be delivered from designated office based on the requester’s role in the College.
- 5) Engage the audience on their awareness around inclusive practices (slides 16 – 18).
- 6) Refer specific questions to the resources identified on slides 9 and 26. When organizing a training workshop for your department, consider having at least one additional presenter in the room, such as the HR Benefits Manager.
- 7) Remind the audience that CUNY Accommodations Policy and this training can be accessed online via the College’s website: <http://www.jjay.cuny.edu/cuny-accommodations-policy>
- 8) Note that training ends at slide#28. Please indicate slides 29 – 56 are campus maps for accessibility locations.