

OAE Training Workshops

The Office for Access and Equity (OAE), as part of the Office of the Chancellor, strives to increase access to employment, programs, and services in an environment free of unlawful discrimination and harassment. OAE offers the following trainings in the area of non-discrimination and access.

Non-Discrimination and Anti-Harassment Workshop. This workshop provides an overview of the laws and University policies relating to the Nondiscrimination Statement: the Age Discrimination in Employment Act; the Americans with Disabilities Act (ADA); the Civil Rights Act; and other relevant equal opportunity laws. Learn how to recognize and handle harassment problems in the University environment. The session covers the rights and responsibilities of supervisors, employees, students, patients, and visitors and discusses the role of OAE in ensuring compliance with nondiscrimination law and policy.

The Academic Hiring Process. Learn what is involved in the search and hiring process for academic professionals and faculty. This module is intended for anyone responsible for conducting searches or anyone who may serve on a search committee. It will cover the role of OAE in the process; the procedures needed to fill a position with the best possible candidate; the relevance of law and UIC policy; and the steps to follow and forms to be completed in the process for a successful hire.

Diversity Awareness Workshop. This workshop examines diversity awareness as a tool for working more comfortably within the university environment; improving teaching and research (for faculty, teaching and research assistants, graduates, and undergraduates); enhancing clinical services; and preventing misunderstandings in specific units and in the campus generally from escalating into harassment. The session seeks to help units handle differences arising from diverse populations, including issues relating to race and ethnicity, gender, age, religion, and sexual orientation.

Disabilities in the University Environment/Americans with Disabilities Act (ADA) Awareness. This workshop seeks to make members of the University community more conscious of the needs of persons with disabilities in the campus and to provide greater awareness of the Americans with Disabilities Act (ADA). While the session is suitable for everyone it is especially helpful for managers and supervisors engaged in employment and program development; faculty and administra-

tors; persons providing services to the public; and those involved in outreach or communication. It covers understanding UIC's Employment Accommodation Policy and how to use the Accommodation Process application form; what facilities should be made physically accessible to persons with disabilities; where to go with questions or for assistance; and "courtesy points" to be kept in mind when encountering persons with disabilities.

Dispute Resolution Services (DRS) also offers several new trainings, designed to help departments learn how to develop skills in communication, problem solving and conflict resolution, including:

Conflict Resolution Skills. Explore ways to resolve conflicts that occur on the job. This session is intended for anyone who wants to handle conflict more effectively. It is appropriate for supervisors who must resolve the conflict of others, or employees who want to handle their own conflicts in a more constructive manner. It will cover the role of the leader or the individual team member in resolving conflict and the cost and benefits of dealing with conflict professionally. You also will learn to identify styles and various techniques for assessing and resolving conflicts.

Additional trainings from DRS:

- Communications Across Type
- Myers-Briggs Type Indicator
- Team Building
- Negotiation
- Cross-Cultural Communication Training
- DRS Presentation

To arrange an on-site training session tailored to the specific needs of your unit, and to learn more about these educational opportunities provided by OAE, visit our website at <http://www.uic.edu/depts/oea/trainings> or contact OAE at 996-8670.

ADA Accommodations: This brochure is available in alternative format for use by individuals with disabilities. If you are scheduling a workshop and are aware of person(s) who may require disability accommodations, please contact OAE at (312) 996-8670.

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