



**Office of Inclusion, Diversity and Equal Opportunity
Consultation Request Form**

The Office of Inclusion, Diversity and Equal Opportunity provides a number of diversity awareness workshops and consultation services for students, faculty, and staff. In some cases, we develop a program specific to goals, participants, and time frame in order to accommodate the different classes, departments, offices, and student groups that request training. Some sessions may be conducted jointly with other offices on campus.

If you are interested in diversity awareness workshops and consultation services, please complete the Diversity & Consultation Request Form and fax it to 368-8878.

For more information about the Office of Inclusion, Diversity and Equal Opportunity and the services we deliver, please contact **Robynn K. Strong at 216-368-8877.**

Possible Areas/Topics of Interest

Check which type(s) of training and/consultation you wish to receive:

- | | |
|---|--|
| <input type="checkbox"/> Civility | <input type="checkbox"/> Sexual Harassment |
| <input type="checkbox"/> Communication (e.g., micro-messaging, interpersonal, power differential) | <input type="checkbox"/> Policy Review (e.g., Discrimination, Consensual Relationship) |
| <input type="checkbox"/> Disability Awareness | <input type="checkbox"/> Unconscious Bias |
| <input type="checkbox"/> Gender Identity/Sexual Orientation | <input type="checkbox"/> Other, <i>specify</i> |
| <input type="checkbox"/> Racial Identity | _____ |
| | _____ |

Contact Information

Contact Name _____ Title _____

Department/Organization Making Request: _____

Email _____ Phone _____ Fax _____

Campus Address _____ Location Code _____

Do you have a diversity plan? ___ Yes ___ No

Audience Demographics

Check all that apply

- | | |
|--|--|
| <input type="checkbox"/> Exempt Staff | <input type="checkbox"/> School/College wide |
| <input type="checkbox"/> Non-Exempt Staff | <input type="checkbox"/> Department/Division |
| <input type="checkbox"/> Undergraduate Student | <input type="checkbox"/> Management Center |
| <input type="checkbox"/> Graduate Student | |
| <input type="checkbox"/> Faculty | |

_____ Total participants (anticipated)

Workshop Date, Time, and Location

Please list three potential workshop dates and times in order of priority. Please note that workshops for faculty, staff, and/or graduate students take approximately two hours, while workshops for undergraduate students take approximately one hour.

1. Date _____ Time _____
2. Date _____ Time _____
3. Date _____ Time _____

Physical location for session _____

Please fax back completed form to OIDEO at 368-8878.

Office Use Only

Date received _____ Routed to _____ Date of follow up _____