# ­Civil Rights Training Agenda Template

**Meeting Logistics & Desired Outcomes**

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| Training:  |  |
| Date:  |  | Time:  |  | Location:  |  |
| Training Instructor: |  |
| Training Participants:*(Who needs to attend?)* |  |
| Training Objectives: |  |

Agenda Items

|  |  |
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| **Time**  | **Agenda Topic** |
|  | Civil Rights Background and Purpose |
|  | Effective Public Notifications Systems |
|  | Complaint Procedures |
|  | Customer Service and Conflict Resolution |
|  | Collection and Use of Data |
|  | Requirements for Reasonable Accommodations of Persons with Disabilities |
|  | Requirements for Reasonable Accommodations of persons with Limited English Proficiency |
|  | Compliance Reviews and Resolution of Noncompliance |
|  | Additional Items |

