# ­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 |

