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Subject: Announcing - HR Supervisory Training for Spring 2022!

Happy Spring!

The Human Resources Department is pleased to announce we are again offering our

successful series of **Supervisory Training**! We will cover the same topics as in Fall 2021:

- **Making Reasonable Accommodations** [Office of EEO/AA and Office for People with Disabilities]: Learn how to recognize and respond to employees' requests for reasonable accommodations in accordance with the Americans with Disabilities Act (ADA). This session will focus on your role and responsibilities as a Supervisor. You will learn how to work with the Office for People with Disabilities in handling these requests.
- **Reasonable Suspicion** [HR]: Understand your role in helping to ensure a safe, secure and productive work environment. You will learn how to identify issues, reporting protocols and the resources available to you and your staff.
- **Which is it: Workplace Violence, EEO, or Managerial Issue?** [HR]: Discuss real world scenarios that will help you to determine how to report issues in the workplace.

All sessions will be held in-person at the **Dunwoodie Golf Course** from 10:00am – 1:00pm on the following dates:

Thursday April 28

Wednesday May 4

Registration is now open. As in the past, supervisors need only be scheduled for ONE of the dates since the same three topics will be offered each day.

To register supervisors from your department you will need to enter their information into the shared spreadsheet that has been created by Human Resources.

PLEASE NOTE: If you are receiving this email then you should already have access to the shared spreadsheet; however it's very likely [you need to map the drive](#); therefore we ask that you refer to the attached MS Word document and follow the instructions we have included. Others will not be able to access it as we are asking that a department's scheduling be coordinated through the contacts on this email.

Once you have mapped the drive:

- Copy this path **\\fs_hr\HR Training for Other Departments\Supervisory Trng_Spring 2022 SignUp.xlsx**
- Click on the Search icon in the task bar at bottom of your screen
- Right click to paste
- You should then be able to Open the file
- ***Please ensure you enter the names in the appropriate date tab***

As the dates draw closer, I will send Outlook invites to confirm registration and attendance.

We look forward to your department's participation and believe supervisors will find the information beneficial. If you have any questions, please do not hesitate to contact me via email or at (914) 995-3306, or Kara Merrill at (914) 995-2109 or kqm8.

Thank you,
Connie

Connie Giamei
Director of Program Development I (HR Administration)

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