



Office for Inclusion, Diversity and Equal Opportunity Consultation Request Form

The Office for 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 timeframe 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.

For more information about the Office for Inclusion, Diversity and Equal Opportunity and the services we offer, please contact us at 216.368.8877 or oidco@case.edu. If you are interested in diversity awareness workshops and consultation services, please complete this Consultation Request Form and send as an e-mail attachment to the address listed above.

Possible Areas/Topics of Interest
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Check which type(s) of training and/or consultation you wish to receive:

- | | |
|---|---|
| <input type="checkbox"/> Communication (e.g. micromessaging, interpersonal, power differential) | <input type="checkbox"/> Diversity 360 |
| <input type="checkbox"/> Empathy | <input type="checkbox"/> Unconscious Bias / Implicit Bias |
| <input type="checkbox"/> Privilege | <input type="checkbox"/> Racial Identity |
| <input type="checkbox"/> Microaggressions | |
| <input type="checkbox"/> Race and Racism | <input type="checkbox"/> Other (please specify) _____ |

For additional training and/or consultation regarding Disability Awareness, please contact the Office of Equity or Disability Resources. For training and/or consultation regarding Gender identity/sexual orientation, please contact the Lesbian Gay Bisexual Transgender Center. For training and/or consultation regarding Consensual relationships, please contact the Office of Equity (Title IX).

Contact Information

Contact Name _____

Title _____

Requesting Department/Organization _____

E-mail _____

Phone _____

Campus Address _____

Do you have a diversity plan? _____ Yes _____ No

Audience Demographics

Check all that apply:

- | | | | |
|-------|--------------------------------|-------|---------------------|
| _____ | Exempt staff | _____ | School/College-wide |
| _____ | Nonexempt staff | _____ | Department/Division |
| _____ | Undergraduate students | _____ | Management Center |
| _____ | Graduate/professional students | _____ | Faculty |

Total number of anticipated participants: _____

Workshop Date, Time, and Location

Please list up to three potential workshop dates and times, in order of preference. 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: _____ |

Location for session (to be secured by requestor): _____

Office Use Only

Date received: _____

Routed to: _____

Date of Follow-up: _____