Americans with Disabilities Act (ADA)
(Pre-registration is required)
This training is designed for all FAMU employees.

This course addresses the major provisions of the Americans with Disabilities Act (ADA). The guiding principles of compliance with Federal guidelines will be discussed. The program includes discussions regarding strategies for analyzing and determining essential job functions and providing reasonable accommodations as required by the ADA. Hiring and utilizing the skills of employees qualified under ADA guidelines will also be discussed.

Date: Thursday, September 20, 2007
Time: 9:00 a.m. - 11:00 a.m.
Location: Perry Paige, Suite 105 North
Instructor: William (Bill) Adams
Office of Equal Opportunity Programs

Upon completion of this training, employees will be able to:
✓ Recognize who has obligations under the Americans with Disabilities Act
✓ Identify auxiliary aids and services
✓ Improve communications with people with disabilities
✓ Define reasonable accommodations
✓ Use alternatives to remove barriers
✓ Analyze essential job functions

The Human Resources, Organizational Development & Training Department maintains a tracking system of employee training, workshops, and support sessions to ensure that appropriate personnel in all Departments receive training.

To Register:
Please contact Melvina Paul
Organizational Development & Training @ 412-7997

*Employees requiring special accommodations, please contact Equal Opportunity Programs @ 599-3076 at least five (5) days prior to training.

For additional information regarding training, please contact the Organizational Development & Training Department @ 412-5150.