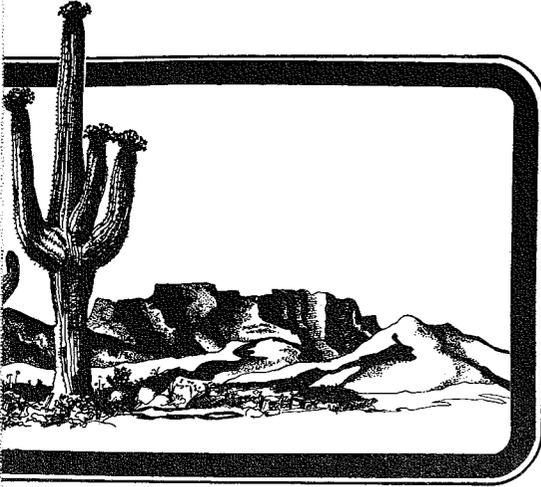


DEPARTMENT OF ADMINISTRATION
STAFF DEVELOPMENT AND TRAINING
PRESENTS AN ESSENTIAL MANAGEMENT SERIES



**SUPERVISOR'S ROLE IN
EQUAL EMPLOYMENT
OPPORTUNITY/
AFFIRMATIVE ACTION**

Can you be held liable for
discrimination in the work place?

Are you an X or an O?

DEPARTMENT OF
LIBRARY AND ARCHIVES
ARIZONA
STATE DOCUMENTS COLLECTION

THE SUPERVISOR'S ROLE IN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION is a one-day workshop to familiarize state supervisors with appropriate practices and procedures relevant to Arizona State Government.

WORKSHOP OUTLINE:

- I. Overview of EEO/AA Laws, Regulations and Guidelines
- II. States Affirmative Action Plan
 - A. Application
 - B. Analysis of Work Force
 - C. Analysis of Adverse Impact
 - D. Problem area identification
 - E. Goals and Timetables
- III. Management Functions Relating to EEO/AA
 - A. Selection
 - B. Orientation
 - C. Work Assignments
 - D. Work Environment
 - E. Sexual Harrassment
- IV. Practicum
 - A. Identify and evaluate problem areas
 - B. Formulate realistic goals and objectives within your unit

...REGISTRATION?

WHO SHOULD ATTEND?

Managers and supervisors in State Government.

WHERE?

Workshops will be available in the Phoenix, Tucson, and Flagstaff areas based on demand.

THIS WORKSHOP IS PROVIDED AT NO COST TO YOU OR YOUR AGENCY.

The Department of Administration, Staff Development and Training Unit is offering the following series of workshops to enhance supervisory skills and improve employee performance:

PERFORMANCE PLANNING WORKSHOP (1 DAY)

PROPER MANAGEMENT APPROACHES TO
ORIENTATION (1/2 DAY)

SUPERVISOR'S ROLE IN EMPLOYEE DISCIPLINE (1 DAY)

SUPERVISOR'S ROLE IN EQUAL OPPORTUNITY/
AFFIRMATIVE ACTION (1 DAY)

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REGISTRATION

To register for this workshop, contact your agency's Personnel Management Services Office.

For additional information, contact:

Staff Development & Training
1937 W. Jefferson, Building D
Phoenix, AZ 85007

Tel (602) 255-3478