

EEOC TRAINING INSTITUTE
Portland Technical Assistance Program Seminar Agenda
June 8, 2004

Agenda Highlights: Test your knowledge of discipline and discharge, participate in a mock jury on a harassment case, check up on your knowledge of retirement incentives and the age law, hear practical suggestions on applying the disability act and the FMLA to the workplace, and find out how mediation can work for you.

- 8:00 am **Registration**
- 9:00 am **Introductions and Welcome**
- 9:30 am **The 4 D's: Test Your Knowledge Contest on Documentation, Discipline, Discharge and the Discrimination Complaint.**
Don't ignore problem employees. It affects morale and productivity, and puts your business at risk. Skilled supervisors and managers can defend against charges of discrimination by following some simple rules.

(Prize winner will be determined at lunch time)
- 10:45 am **Break**
- 11:00 am **Workshops - Chose one:**
1. **Best Practices Panel: The Americans With Disabilities Act (EEOC) and Family Medical Leave Act (US DOL)**
 2. **Legal Update**
Discuss recent developments in the law and tips for practicing before the EEOC and the MHRC with legal staff from those agencies.
- 12:00 am **Lunch**
Keynote Speaker
Commissioner Laura Fortman
Maine Department of Labor

Awarding of Contest Prizes
- 1:30 pm **Afternoon Workshops - Chose One:**
1. **Sexual Harassment - What is Your Risk?**
This interactive workshop puts each participant on the mock jury of a sexual harassment case to assess the facts, determine whether or not the company handled the situation appropriately and recommend damages and corrective actions.

2. National Origin & Religion

Introduction to the new national origin guidance and review of religious accommodation requirements.

2:30 pm

Break

2:45 pm

Retirement Incentives and the ADEA

Talking Points on the new Supreme Court decision in General Dynamics. The cost issues of employing older workers, health and life insurance costs, and retirement incentives.

3:15 pm

Mediation Makes Sense

See for yourself! Watch a mock mediation unfold.

4:00 pm

Wrap-Up

Distribution of CD-Rom TAPS Manuals