

EEOC TRAINING INSTITUTE
Jackson Technical Assistance Program Agenda
July 22, 2004

Agenda highlights: Join us for a new topic - "Preventing Liability by Sound Recordkeeping Practices"- and new twists on your favorite EEO topics - harassment, win-win mediation, and avoiding potential liability in the hiring process.

- 8:00 a.m. Registration with Continental Breakfast
- 8:30 a.m. **Opening Remarks**
Bernice Williams-Kimbrough, District Director, Birmingham District Office
- 8:45 a.m. **"Speaking of Harassment"**
An interactive presentation on workplace harassment with real case scenarios to help employers identify, prevent and remedy all forms of work place harassment
Prisca DeLeonardo, Supervisory Trial Attorney, EEOC Birmingham District Office
Stephen A. Brandon, Attorney-at-Law, Lehr, Middlebrooks, Price & Proctor
- 10:15 a.m. Morning Break
- 10:30 a.m. **Avoiding Potential Liability During the Pre-Employment Process**
Developed in response to popular request from human resource professionals, this workshop will help employers avoid liability resulting from recruitment violations, prohibited inquiries and questionable interview techniques.
- 12:00 Noon **Lunch with Panel Discussion**

"Perspectives on the Value of Mediation"
Debra B. Leo, Alternative Dispute Resolution Coordinator
EEOC Birmingham District Office, Facilitator
- 1:30 p.m. **Preventing Liability by Developing and Maintaining Sound Recordkeeping Practices**
Developed and delivered by attorneys with extensive experience as employer representatives in employment discrimination law.
Douglas B. Kauffman, Attorney-at-Law
Leslie M. Allen, Attorney-at-Law
Deborah L. McNeely, Attorney-at-Law
Balch & Bingham, LLP
- 3:30 p.m. Afternoon Break
- 3:45 p.m. **"Fishing for Answers"**
EEOC Managers and attorneys will respond to frequently asked questions on employment discrimination law and the EEOC investigative process, as well as the questions you were afraid to ask. Place your questions in the fish bowl on the registration table for response during this session.
- 4:15p.m. Evaluations, Certificates and Closing Remarks. Seminar ends at 4:30p.m.