

**EEOC Training Institute
Birmingham Technical Assistance Program Seminar Agenda
September 23, 2004**

Agenda Highlights: Join us for this exciting seminar featuring interactive presentations on harassment, avoiding potential liability, and sound recordkeeping practices. During lunch, hear about the value of mediation and round off the day with a session on "fishing for answers," everything you want to ask EEOC about its procedures or EEO law.

- 8:00 - 8:30 a.m. **Registration**
- 8:30 - 8:45 a.m. **Opening Remarks**
Bernice Williams-Kimbrough, District Director
Birmingham District Office
- 8:45 - 10:15 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 - 10:30 a.m. **Break**
- 10:30 - 12:00 Noon **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 - 1:30 p.m. **Lunch with Panel Discussion**

"Perspectives on the Value of Mediation"
Debra B. Leo, Alternative Dispute Resolution Coordinator
EEOC Birmingham District Office, Facilitator
- 1:30 - 3:30 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 - 3:45 p.m. **Break**

3:45 - 4:15 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.

4:15 - 4:30 p.m.

Evaluations, Certificates and Closing Remarks

Donald P. Burris, Deputy District Director