

**WASHINGTON FIELD OFFICE**  
presents



**EEOC**  
Training Institute  
*...Learn from the Experts*

# Advanced Federal EEO Workshop Series

U.S. Equal Employment Opportunity Commission



- ◆ CHOOSE FROM FIVE TOPICS
- ◆ CONVENIENT HALF-DAY FORMAT
- ◆ WORKSHOP FEE: \$175

**SIGN UP NOW**

[www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov)  
while space is available

## QUESTIONS?

Contact:

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Washington Field Office  
Tel (202) 419-0729  
Fax (202) 419-0701  
TTY (202) 419-0702  
[bronwen.okwesa@eeoc.gov](mailto:bronwen.okwesa@eeoc.gov)

Wednesday, May 7, 2008 (AM)

## Age Discrimination Issues in the Federal Workplace

Wednesday, May 7, 2008 (PM) & Wednesday, July 09, 2008

## Religion and the Workplace

Tuesday, June 17, 2008

## Litigating Before an Administrative Judge: The Hearing and Prehearing Conference

Thursday, July 31, 2008

## Challenges in EEO Complaint Processing

Thursday, September 4, 2008 and Tuesday, November 18, 2008  
(PM)

## The Rehabilitation Act: Performance & Conduct Issues



## WORKSHOP LOCATION

Ronald Reagan Building &  
International Trade Center  
ASAE & The Center for Association  
Leadership  
1300 Pennsylvania Ave, NW  
Concourse Level  
Washington, D.C. 20004  
Picture ID required.

**WORKSHOP 1** — Wednesday, May 07, 2008, 8:30 am - 12 noon

**PRESENTERS**

**Abigail Coleman**

EEOC Administrative Judge  
Washington Field Office

**Lyn J. McDermott**

Senior Attorney Advisor  
EEOC Office of Legal Counsel

**Raymond L. Peeler**

Senior Attorney Advisor

## Age Discrimination Issues in the Federal Workplace

- ◇ Issues unique to the Age Discrimination in Employment Act (ADEA).
- ◇ Disparate impact after Smith vs. City of Jackson.
- ◇ How the Older Workers Benefit Protection Act (OWBPA) affects settlement.

**WORKSHOP 2** — Wednesday, May 07, 2008, 1:00 - 4:30 pm

**PRESENTER**

**Andrew W. Culbertson**

EEOC Supervisory  
Administrative Judge  
Washington Field Office

## Religion and the Workplace

- ◇ What constitutes a sincerely-held religious belief?
- ◇ Are there limits on employees' rights to express their religious views in the workplace?
- ◇ How far must an employer go to accommodate an individual's religious beliefs?

**WORKSHOP 3** — Tuesday, June 17, 2008, 8:30am -12 noon

**PRESENTERS**

**Gladys O. Collazo**

EEOC Supervisory  
Administrative Judge  
Washington Field Office  
(WFO)

& a team of WFO  
Administrative Judges

## Litigating Before an Administrative Judge: The Hearing and Prehearing Conference

- ◇ How to prepare for and what to expect during the Prehearing conference.
- ◇ Effective (and ineffective) opening and closing statements.
- ◇ *Should I object?* How Administrative Judges treat and consider documentary and testimonial evidence.

**WORKSHOP 4 — Wednesday, July 09, 2008, 8:30 am - 12:00 noon**

**PRESENTER**

**Andrew W. Culbertson**

EEOC Supervisory  
Administrative Judge  
Washington Field Office

## Religion and the Workplace

- ◇ What constitutes a sincerely-held religious belief?
- ◇ Are there limits on employees' rights to express their religious views in the workplace?
- ◇ How far must an employer go to accommodate an individual's religious beliefs?

**WORKSHOP 5 — Thursday, July 31, 2008, 8:30 am - 12 noon**

**PRESENTER**

**Joel Kravetz**

EEOC Administrative Judge  
Washington Field Office

## Challenges in EEO Complaint Processing

- ◇ How to determine if someone is a government employee or an independent contractor and how to process these complaints.
- ◇ How to handle challenging issues regarding amendments and consolidation, including "spin-off" and hostile work environment claims.

**WORKSHOP 6 — September 4, 2008 and Repeated November 18, 2008, 1:00 pm - 4:30 pm**

**PRESENTER**

**Sharon Rennert**

Senior Attorney Advisor  
ADA Division  
EEOC Office Of Legal Counsel

## The Rehabilitation Act: Performance & Conduct Issues

- ◇ How reasonable accommodation resolves or prevents conduct problems.
- ◇ A Manager's dilemma: when is discipline or accommodation the appropriate response?
- ◇ Ensuring successful job performance: whose responsibility?

# REGISTRATION INFORMATION

Payment must accompany registration. Payment by credit card is preferred. If paying by federal government purchase order, you must provide a copy of purchase order (or SF182 or DD 1556 training form), purchase order number, your agency's 9 digit tax identification number, and your agency's 8 digit Agency Location Code (ALC). If any of these items are missing, we will not be able to confirm you for the workshop. Electronic invoicing is not accepted. *EEOC Tax ID Number: 52-0812909*

**Registration** - There are three ways to register. For immediate confirmation, register **ON-LINE** using a credit card at [www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov), **OR**

**MAIL** your registration application and payment to  
EEOC TRAINING INSTITUTE, PO BOX 83933,  
GAITHERSBURG, MD 20883-3933, **OR**

**FAX** your registration with credit card payment to  
301.545.0718

Questions about registration? Call 1.800.600.6157,  
(TTY# 1.800.600.6158) or email  
[eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov)

Space is limited, register early, and preferably at least 14 days in advance of a workshop. Registration is subject to availability.

## Confirmation

Registrants will receive written email or fax confirmation upon receipt of registration application and fee. Please bring a copy to the workshop.

## Cancellations/No Show Policy

Cancellations received more than 7 business days in advance of a workshop are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the workshop.

## Reasonable Accommodation Requests

Please describe your accommodation needs due to a disability on the registration application and we will respond to you.

## Credits

Human Resource Certification Institute (HRCI) and Continuing Legal Education Credits (CLE) will be sought upon request.

## Workshop Schedule (AM)

7:30 pm Registration

8:30 am Program Begins

12 noon Program Ends

- **Focused, in-depth sessions on current topics in federal sector EEO.**
- **Presentations by EEOC and other federal EEO and legal experts.**
- **Limited class size, to enhance your learning experience.**
- **AM workshops offer a Continental breakfast, fresh fruit, and an assortment of beverages. PM workshops include snacks & beverages.**

## Workshop Schedule (PM)

12:30 pm Registration

1:00 am Program Begins

4:30 pm Program Ends

EEOC WASHINGTON FIELD OFFICE 2008 REGISTRATION FORM
ADVANCED FEDERAL EEO WORKSHOPS

First Name MI Last

Title

Agency/Organization

Address

City State Zip

E-Mail

Business Telephone ( ) ( if TTY, please check)

Fax No. ( ) Agency Tax ID No.

Do you require a reasonable accommodation to attend this workshop?

No Yes (If yes, describe accommodation needed:)

Please select the workshops you wish to attend:

- Tue, June 17 am Hearing & Pre Hearing Issues
Wed, Jul 9 am Religion & the Workplace
Thurs, Jul 31 am EEO Complaint Processing
Thurs, Sep 4 am Rehabilitation Act Issues
Tues, Nov 18 pm Rehabilitation Act Issues

PAYMENT I plan to attend: My payment total is: (check one )
one workshop ..... \$175

Credit Card MasterCard Visa American Express Discover

Account # Exp Date

Cardholder Name (please print)

Signature

Cardholder address

Security Code (3 or 4 non-embossed digits near the signature block)

- Check Payable to EEOC Training Institute
Fed Gov't Purchase Order - 8 digit Agency Location Code (ALC) (Required)

Have you previously attended an EEOC sponsored federal course, seminar or conference?
Yes or No

How did you learn about these workshops?

- Brochure
Email
EEOC event
Newspaper/Newsletter
Colleague
Website/Internet
Professional Org.
Other

Your Employer?

- Fed Gov't
State/Local Gov't
Other

WHAT IS THE

# ADVANCED FEDERAL EEO WORKSHOP SERIES?

*“Informative and thought-provoking.”*

*“We worked through a lot of concepts in a mere 3 ½ hours!”*

*“Excellent review of subject matter.”*

*“Articulate, organized and a very engaging speaker.”*



*“Gave plenty of real-life examples.”*

*“Excellent format. I could commit to ½ day’s training and still meet demands of work duties and responsibilities.”*

*Launched in Spring 2007, these intensive senior-level half-day (3½ hrs) workshops highlight key developments in the federal EEO complaint process.*

## 2008 ADVANCED FEDERAL EEO WORKSHOP SERIES

### WHAT WILL PARTICIPANTS GAIN?

- ◇ High-quality, cost-effective EEO training plus legal and regulatory updates.
- ◇ Improved effectiveness in handling employee complaints and concerns.
- ◇ Practical advice and strategies to apply to real-world scenarios.
- ◇ Comprehensive workbook with slide presentation and detailed course notes.
- ◇ Human Resource Certification Institute (HRCI) and Continuing Legal Education (CLE) credits, upon request.
- ◇ Professional networking opportunity.

### WHO SHOULD ATTEND?

- ◇ EEO Specialists, Counselors & Investigators
- ◇ Attorneys
- ◇ Civil Rights Officers
- ◇ Mediators & other ADR Specialists
- ◇ Labor & Employee Relations Specialists
- ◇ Human Resources & Personnel Specialists
- ◇ Inspectors General