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for a reduced price

**July 10,  
2008**

**ENHANCE YOUR EEO KNOWLEDGE** at the 2008 EEOC Technical Assistance Seminar. This informative seminar sponsored by the **EEOC JACKSON AREA OFFICE** will be held at the Hilton Hotel located in Mississippi's beautiful capital city.



## EEOC Jackson, MS Seminar

**U.S. Equal Employment Opportunity Commission**

SEMINAR LOCATION  
HOTEL ACCOMMODATIONS

### **Hilton Hotel**

1001 EAST COUNTY LINE ROAD  
JACKSON, MISSISSIPPI  
(601) 957-2800  
[www.hilton.com](http://www.hilton.com)

Reserve by June 10, 2008  
for a special room rate of \$104  
Group: US Equal Employment  
Opportunity Commission

### **Come to the Source!**

Join EEOC for the latest developments in EEO law and best practices— from the experts who enforce the law.

Questions about the seminar?

**Contact Beverly Hinton**  
**(205) 212-2082**  
**(205) 212-2112 TTY**  
**Beverly.Hinton@**  
**eeoc.gov**



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

Thursday, July 10th

# EEOC Jackson Seminar

[www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov)

## Top 5 Reasons to Attend

- Avoid Common Pitfalls and Mistakes
- Learn Best Practices
- Prepare for Tough HR Decisions
- Meet the People who Enforce the Laws
- Improve Your Company's Bottom Line



## Hotel Arrangements

*Registrants are responsible for their own hotel and travel arrangements.*

Call the Hilton Hotel at (601) 957-2800

Reserve by June 10, 2008

for a special room rate of \$104

Group: US Equal Employment

Opportunity Commission

## Registration Policy

### Payment — \$335

Fee includes seminar, a seven volume EEO library on CD, lunch, and refreshments at breaks. Payment must accompany registration. A discount price of **\$299** is available for on-line registration with a credit card and for check or faxed credit card payments received 30 days before the seminar. Payment by government purchase order is not eligible for this Discount Price.

Payment by federal government purchase order can only be accepted if you provide a copy of the purchase order (or SF182 or DD 1556 training form), purchase order number, agency's 9 digit tax identification number, and 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 seminar. Payment by electronic invoicing is NOT accepted. If you are paying by state or local government purchase order, provide your billing email address where the invoice should be sent.

### 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 10 days in advance of a seminar. Late registrations will be accepted on a space available basis. *EEOC Tax ID Number: 52-0812909.*

### Confirmation

Registrants will receive written email or fax confirmation upon receipt of registration application and fee.

### Cancellations/No Show Policy

Cancellations received more than 7 business days in advance of a seminar 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 seminar.

### Reasonable Accommodation Requests

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

# AGENDA Jackson EEOC Seminar Thursday, July 10, 2008



## Schedule

- Registration—7:30 am
- Start—8:15 am
- Lunch provided
- End—4:45 pm

## LET EEOC BE YOUR TRAINER!

Experienced EEOC staff will come on-site and provide training on popular EEO topics such as harassment or an overview of EEO.

For more information contact:

**Beverly Hinton**  
(205) 212-2082  
(205) 212-2112 TTY  
[Beverly.Hinton@eeoc.gov](mailto:Beverly.Hinton@eeoc.gov)

8:15 - 8:30 am	<b>Welcome and Opening Remarks</b> Delner Frankin-Thomas, Director, Birmingham District Office Wilma J. Scott, Director, Jackson Area Office
8:30 - 10:00 am	<b>Don't Sign the Pink Slip Yet!</b> Wilma J. Scott, Director, Jackson Area Office Practical guidance for human resource managers to ensure consistent application of employee discipline, performance and attendance policies, and appropriate documentation of discipline, performance and attendance problems.
10:00 - 10:15 am	<b>Break</b>
10:15 - Noon	<b>Hidden Talent: Recruiting and Retaining Employees with Disabilities</b> Darlene Jardee, Regional Employment Manager Mississippi Department of Rehabilitation Services Explore the many avenues for recruiting employees with disabilities and the many resources available for accommodation.
Noon	<b>Luncheon, Peer Networking &amp; Open Dialogue with EEOC Representatives</b>
1:15 - 2:15 pm	<b>Dress Codes and Uniforms: The Legal Implications</b> C. Emanuel Smith, Regional Attorney, Birmingham District Office Expert advice on navigating and clarifying how dress codes and uniform requirements may discriminate against employees based on religious belief, ethnicity and gender.
2:15 - 3:15 pm	<b>Handling Difficult Applicant &amp; Employee Identity Issues</b> Douglas P. Kaufmann, Attorney, Balch & Bingham Explore resolutions to unique situations presented during pre-employment interviews, such as interviewing candidates with limited English proficiency, avoiding national origin discrimination while ensuring that your employees are eligible to work, and handling social security "no match" letters and I-9 form compliance.
3:15 - 3:30 pm	<b>Break</b>
3:30 - 4:30 pm	<b>Recognizing the Potential for Workplace Violence</b> Tori Winfield, Attorney, Phelps Dunbar An experienced private attorney in the area of employment law will provide up-to-date guidelines on the how to recognize the potential for workplace violence.
4:30 pm	<b>Evaluations, Questions &amp; Answers, Closing Remarks &amp; Certificates</b>

**Credits:** Recertification credits from HCRI are available. This seminar also meets the yearly refresher training requirement for federal agency EEO investigators.

# EEOC Jackson Seminar 2008

Enroll me in the seminar on **Thursday, July 10th.**

Please print and use a separate form for each attendee.

**3 ways to register**

• **ON-LINE** (For Immediate confirmation)

[www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov)

• **MAIL**

EEOC TRAINING INSTITUTE

PO BOX 83933

GAITHERSBURG, MD

20883-3933

• **FAX**

301.545.0718

**Seminar includes a CD-ROM of 2000+ pages, a complete EEO LIBRARY**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_

Title \_\_\_\_\_

Business/Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Business Telephone ( ) \_\_\_\_\_ (  if TTY, please check)

Fax No. ( ) \_\_\_\_\_ Company/Agency Tax ID Number \_\_\_\_\_

Do you require a reasonable accommodation, due to a disability, to attend?  Yes  No

Please describe accommodation requested or special diet needed: \_\_\_\_\_

AMOUNT OF PAYMENT:  \$335  **\$299 Discount Price\***

\*Discount price available for on-line registration up to the day before the seminar and for check or faxed credit card payment received 30 days before the seminar.

**Credit Card** —  MasterCard  Visa  American Express  Discover

Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Card Security Code (required) \_\_\_\_\_ (non-embossed 3 or 4 digits near the signature block)

Cardholder Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Cardholder Email address \_\_\_\_\_

**Check Payment Payable to EEOC Training Institute**

**State/Local Gov't Purchase Order** – Address for invoice \_\_\_\_\_

**Federal Government Purchase Order**

Federal Agency 8 digit Agency Location Code (ALC) (**Required**) \_\_\_\_\_

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

**# Employees at your facility?**

- Under 50
- 50-99
- 100-249
- 250-499
- 500-999
- 1,000-1,999
- 2,000+

**Your Organization's Business Type:**

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

**Your Position Category:**

- Attorney  EEO Director, Manager, Supervisor
- EEO Investigator, Counselor, Staff
- HR Director, Manager, Supervisor  HR Staff
- Mediator, ADR  Other Manager, Supervisor
- President, CEO, Owner  Union Representative
- Other \_\_\_\_\_

**How did you learn about our seminar?**

- Brochure in mail  Colleague  EEOC event
- Email  Website/Internet  Newspaper /Radio Ad
- Professional Organization  SHRM
- Other \_\_\_\_\_