

Fee — \$335 per day

Early/Online Discount

\$299 (\$598 both days)

if you register on-line or
if payment is received by

April 7, 2008

**May 6-7,
2008**

**YOUR CHOICE — Attend
one or both days.**

ENHANCE YOUR EEO KNOWLEDGE at the 2008 EEOC Chicago Seminar. This informative seminar, sponsored by the **EEOC CHICAGO DISTRICT OFFICE**, will be held at the Lincolnshire Marriott Resort.



EEOC Chicago Seminar

U.S. Equal Employment Opportunity Commission

2008 SEMINAR LOCATION

**Lincolnshire Marriott
Resort**

10 Marriott Drive
Lincolnshire, IL 60069
(847) 634-0100
www.lincolnshiremarriott.com

***Questions about
the seminar?***

Rita B. Coffey
(312) 353-7254
(312) 886-1085 FAX
(312) 353-2421 TTY
rita.coffey@eeoc.gov

Join EEOC and experts in the field of employment law for this two-day seminar. Learn the latest developments in EEO law and best practices — from the experts who enforce the law.



EEOC
Training Institute
...Learn from the Experts

Tuesday, May 6
Wednesday, May 7

EEOC Chicago Seminar

www.eetraining.eeoc.gov

Session Highlights

- Americans with Disabilities Act
- The Mediation Alternative
- Race Discrimination
- Documentation, Discipline & Discharge
- Legal Updates
- Preventing Sexual Harassment
- Conducting Internal EEO Investigations

Hotel Arrangements

Registrants are responsible for their own hotel and travel arrangements.

Lincolnshire Marriott Resort

10 Marriott Drive

Lincolnshire, IL 60069

(847) 634-0100

www.lincolnshireremariott.com

Registration Policy

Payment — \$335 per day (\$670 for both days)

Fee includes seminar, a seven volume EEO Resource Guide on CD, lunch and refreshments at breaks. Payment must accompany registration. A discount price of **\$299 per day (\$598 for both days)** is available for on-line registration with a credit card and for check payments received 30 days before the seminar. Payment by government purchase order is not eligible for this Discount Price. *EEOC Tax ID Number: 52-0812909*

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. If any of these items are missing, we will not be able to confirm you for the seminar. Electronic invoicing is NOT accepted. If you are paying by state or local government purchase order, provide your billing 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, 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

Space is limited, register early, and preferably at least 14 days in advance of a seminar. Late registrations will be accepted on a space available basis.

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 course 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.

EEOC Chicago Seminar

Tuesday May 6th **AGENDA DAY 1**

- 8:00 AM** **Registration and Continental Breakfast**
- 9:00 AM** **Opening Remarks**
- 9:15 AM** **Legal Update - Recent Court Decisions & Their Impact on Employer Responsibilities**
EEO law is dynamic, ever changing and developing as the courts interpret and apply the law to a rapidly changing workplace. Join us for a review of the most interesting and far reaching decisions issued by the courts in the last year and the EEOC's official response to these. Hear about the latest developments in the Supreme Court today. Get up to date on the latest lawsuits the EEOC has filed here and around the country.
John C. Hendrickson, Regional Attorney, EEOC Chicago District Office
- 10:30 AM** **Morning Break**
- 10:45 AM** **Preventing/Eliminating Sexual Harassment: Management's Responsibilities**
Sexual harassment continues to be a high profile issue that plagues many employers. Learn how to prevent harassment before it happens and promptly and effectively respond when it occurs.
Barry A. Hartstein, Partner, Morgan Lewis
- 12:00 PM** **Conference Luncheon**
Networking Opportunity
- 1:15 PM** **How to Conduct an Internal Investigation of an Employment Discrimination Complaint**
Whether you receive an internal complaint or an EEOC charge of harassment and discrimination, immediately conducting a thorough and fair investigation is the first step in avoiding or limiting financial liability. A comprehensive analysis of the application of the employer's policies and procedures and its impact on the organization is critical to your assessment of the charge, potential exposure, potential resolutions and an effective response. This session will cover the Who, What, When, Why and How of conducting internal investigations.
Edward C. Jepson, Shareholder, Vedder Price
- 2:30 PM** **Afternoon Break**
- 2:45 PM** **Effectively and Lawfully Managing the Employee with Intellectual Disabilities and Behavior Issues**
Learn how to deal with the chronically and clinically depressed employee who often is late or reacts inappropriately in office interactions. What about the employee with a stroke and has diminished mental capacity? What about the schizophrenic employee? What bad behaviors does the employer have to tolerate as part of its duty to accommodate? Where is the line drawn between bad behavior and an intellectual disability?
Tom H. Luetkemeyer, Partner, Hinshaw & Culbertson

Credits: HCRI Recertification credits available. CLE credits will be sought from the Illinois Minimum Continuing Legal Education Board. Each seminar day meets the 8-hour yearly refresher training requirement for federal agency investigators.

EEOC Chicago Seminar

AGENDA DAY 2 Wednesday May 7th

- 8:00 AM** **Registration and Continental Breakfast**
- 9:00 AM** **Opening Remarks**
- 9:15 AM** **Documentation, Discipline and Discharge**
Ignoring problem employees affects morale and productivity. Discover why managers on the front-lines can be your greatest liability hazard. Learn how to help your managers overcome their fear of honestly evaluating and disciplining employees. Learn techniques to help you minimize the risk of retaliation claims and constructive discharge suits. Learn how to avoid catastrophic situations that can tarnish an employer's reputation, waste precious company resources, and may lead to time-consuming lawsuits.
Andrew S. Goldberg, Partner, Laner, Muchin, Dombrow, Becker, Levin and Tominberg, Ltd.
- 10:30 AM** **Morning Break**
- 10:45 AM** **Racial Harassment in the 21st Century Workplace**
Learn how to recognize and address verbiage, conduct and imagery that may create and/or perpetuate a racially hostile work environment. Learn why this is a major concern to EEOC and get valuable information and insight to avoid pitfalls and help you prevent race and color discrimination in your workplace.
Paula R. Bruner, Senior Appellate Attorney, EEOC, Washington, D.C.
- 12:00 PM** **Conference Luncheon**
Networking Opportunity
- 1:15 PM** **The Mediation Alternative: Resolving EEO Complaints Quickly**
Have you ever wondered, "Why should we use mediation for conflict resolution when we haven't done anything wrong?" Or "What are the benefits?" Find out why more and more employers are choosing this important tool to resolve employment disputes. Learn what to expect when you opt to mediate and how to maximize your mediation experience.
Mary B. Manzo, ADR Coordinator, EEOC Chicago District Office
Regina Husar, Mediator, EEOC, Chicago District Office
Ed Sacks, Mediator and Arbitrator
- 2:30 PM** **Afternoon Break**
- 2:45 PM** **The Americans with Disabilities Act: Practical Guidance on Reasonable Accommodation and Leave and Return to Work Issues**
The ADA continues to baffle human resource professionals everywhere. Experts will help you navigate the sometimes confusing maze of the ADA. This workshop will discuss how to handle requests for reasonable accommodations and provide practical tips for implementing the ADA in your workplace.
Gordon Waldron, Senior Trial Attorney, EEOC Chicago District Office
Allison Nichol, Deputy Chief, U.S. Department of Justice, Civil Rights Division, Disability Rights Section



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...Learn from the Experts

EEOC Chicago Seminar 2008

Please print and use a separate form for each attendee.

3 ways to register

- **ON-LINE (For Immediate confirmation)**
www.eeotraining.eeoc.gov
- **MAIL to**
- **EEOC TRAINING INSTITUTE**
PO BOX 83933
GAITHERSBURG, MD
20883-3933
- **FAX to 301.545.0718**

* Schedule

- Registration—8:00am
- Start—9:00 am
- Lunch provided
- End—4:00 pm

Enroll me for both **Day 1 and 2** - May 6 and 7

Enroll me for **Day 1** - Tuesday, May 6

Enroll me for **Day 2** - Wednesday, May 7

First Name _____ MI ____ Last Name _____

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, in order for you to attend this program? No Yes Please describe accommodation requested or special diet needed: _____

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

\$670 Two Days \$598 **Two Day Discount Price***

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

Credit Card MasterCard Visa American Express Discover
Account # _____ Expiration Date _____

Cardholder Name (please print) _____

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

Signature _____

Cardholder Email address _____

Check Payment Payable to the EEOC Training Institute

State/ Local Gov't Purchase Order - Address for invoice _____

Fed Gov't Purchase Order - 8 digit Agency Location Code (**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 _____

TOP FIVE REASONS FOR ATTENDING THE EEOC CHICAGO SEMINAR

EEOC offers you the best value for your training budget. Our seminar offers a range of topics, whether you are new to the field or a seasoned HR professional.



Lincolnshire Marriott Resort



- **Improve your company's bottom line**, saving money, time and resources with smart policies, happy employees and a productive workplace.
- **Learn best practices** as EEOC experts keep your approach to EEO up to speed with up-to-date information.
- **Meet the people who enforce the laws** and discover how EEOC and other government agencies analyze EEO issues.
- **Prepare for tough HR decisions** concerning hiring, ADA, discipline, and harassment.
- **Receive your own EEO Library**, a 7-volume resource guide on one searchable CD!

Directions

Chicago/O'Hare—ORD

Driving Directions: Take 294 North to Half Day Road Exit. Turn Left. Approx. 2 miles to Milwaukee Avenue, Turn Left. Turn Left at first stoplight into Marriott entrance on Marriott Drive.

Chicago/Midway—MDW

Driving Directions: North on S Cicero Ave, merge onto I-55 N/ Stevenson Exp, take I-94/294 west. Continue on 294N toward Wisconsin to Half Day Road Exit. Turn Left. Go approx. 2 miles to Milwaukee Ave, turn Left. Turn Left at first stoplight into Marriott entrance on Marriott Drive.

Are you interested in on-site
EEO training for your employees?
We can customize a course for you.

For more information, contact:
Rita B. Coffey at
(312) 353-7254
rita.coffey@eEOC.gov



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