

REGISTER NOW at
www.eeotraining.eeoc.gov
for a reduced price

**Aug 18,
2008**

ENHANCE YOUR EEO KNOWLEDGE at the 2008 EEOC Technical Assistance Seminar. This informative seminar sponsored by the **EEOC Dallas District Office** will be held at **The Westin Galleria**, located at 13340 Dallas Parkway, Dallas, Texas 75240.



EEOC Dallas Seminar

U.S. Equal Employment Opportunity Commission

SEMINAR LOCATION
HOTEL ACCOMMODATIONS

The Westin Galleria

13340 Dallas Pkwy.
Dallas, TX 75240
1-888-627-8536

Reserve by July 21, 2008
for special rate of \$159

Group: US Equal Employment
Opportunity Commission

Come to the Source!

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

Questions about the seminar?

Contact Rodney Klein
EEOC Dallas District Office
(210) 281-7666
(210) 281-7606 FAX
(210) 281-7610 TTY
rodney.klein@eeoc.gov



EEOC
Training Institute
...Learn from the Experts

Monday, August 18th

EEOC Dallas Seminar

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 Westin Galleria at (888) 627-8536 before **July 21, 2008**

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, 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 10 days in advance of the 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 Dallas EEOC Seminar Monday, August 18, 2008



Schedule

- Registration—7:30 am
- Start—8:15 am
- Lunch provided
- End—4:15 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: Rodney Klein, Training Coordinator
(210)281-7666
(210) 281-7610 TTY
rodney.klein@eEOC.gov

8:15 a.m. Welcome

8:30 a.m. How to Conduct a Sexual Harassment Investigation (Rodney Klein, Education and Training Manager, Dallas District)

Get all the tools you need to complete internal sexual harassment investigations like the pros. Find out from the EEOC how to interview witnesses and assess credibility. Learn answers to the questions: Is there such a thing as a half complaint? Does what happens in Vegas really stay in Vegas? And, what is the most important word in the employer's affirmative defense?

9:30 a.m. Helping Human Resources Managers Make Integrity-Based Decisions (Michael Maslanka, Attorney, Ford & Harrison, LLP, Editor, Texas Employment Law Letter)

Being a Human Resources manager or specialist is hard. You are often caught between the law and wills of the managers and supervisors you asked to assist. This can sometimes be a lonely and difficult place. Attorney Michael Maslanka will tell you how to walk that tightrope and make decisions that are in the best interest of your organization.

10:45 a.m. The Ten Commandments of Keeping Your Job (Katrina Grider, Katrina Grider & Associates)

Hear Ms. Grider explain in her informative and entertaining way the ten things all Human Resources professionals and managers should know in order to keep their jobs.

11:45 a.m. Lunch and Networking

12:45 p.m. Implicit Bias (Michael C. Fetzer, Director, Dallas District Office)

The Director of the EEOC's Dallas District will discuss unconscious bias and how it may be negatively influencing employment decisions.

Afternoon Workshops

1:00 p.m. Overcoming Barriers to Inclusion (Panel Discussion)

Moderated by the EEOC Dallas District Director, learn from a panel of experts how your organization can achieve true inclusion.

2:00 p.m. Private Sector—Legal Update (Devika Seth, Trial Attorney, Dallas District)

Not your run-of-the-mill case update. Hear about cases that are meaningful to your workplace.

3:00 p.m.

3:15 p.m. Avoiding Legal Landmines When Using E-Verify (Erik Lang, US DOJ, Office of Special Counsel)

What are your rights as an employer? How can you comply and avoid discriminating against your employees? Find out from an attorney from the US DOJ.

Preventing Workplace Violence (Dean Wingo, Asst. Reg. Administrator, OSHA)

Learn what preventive measures you can take to keep violence and its serious effects out of your workplace.

Federal Sector—Legal Update (Dwight Lewis, Supervisory Administrative Judge, Dallas District)

Hear about court cases from the federal employer point of view.

Break

Federal Sector—Are You Smarter Than an Administrative Judge? (Dwight Lewis, Supervisory Administrative Judge)

A fun game that focuses on correcting the misconceptions and misunderstandings of the law and the hearing process.

Credits: This seminar meets the yearly requirement for refresher training for federal agency EEO Counselors and Investigators. Human Resource Certification Institute (HRCI) Re-Certification Credit is pending.

EEOC Dallas Seminar 2008

Enroll me for the Dallas Seminar on Monday, August 18th.

Please print and use a separate form for each attendee.

3 ways to register

• **ONLINE** (For Immediate Confirmation)

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 Payable to the 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

Yur 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 _____