

2008 TECHNICAL ASSISTANCE PROGRAM SEMINAR

**San Antonio, Texas
July 31, 2008**

Presented by
The EEOC Training Institute



U.S. Equal Employment Opportunity Commission
Dallas District Office
San Antonio Field Office

EEOC

The Source for EEO Training

Seminar Location

Omni San Antonio Hotel
9821 Colonnade Boulevard
San Antonio, Texas 78230
(210) 699-0073
www.omnihotels.com

Register now at:

www.eeotraining.eeoc.gov

Interested in EEO on-site training?

Contact Rodney Klein at
(210) 281-7666
rodney.klein@eeoc.gov

REGISTRATION INFORMATION

Registration Fee: \$335 - Includes full-day session with lunch, refreshments at breaks, and a CD seven-volume EEO library. **Fee must accompany registration.** Credit card payment preferred. Check and government agency purchase orders are also accepted.

Two Ways to Get the Reduced Price of \$299: 1. Register on-line up to the day before the seminar. 2. Send your registration in by fax or mail with credit card or check payment 30 days before the seminar. **Payments by government purchase orders are not eligible for the Reduced Price.**

Special Information Needed from Registrants Paying by Purchase Order: Payment by federal agency purchase order can only be accepted when you provide a copy of your purchase order, your agency's 9-digit tax identification number, and your 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. The ALC number is the 8-digit agency location code requested on line 24 of the federal government SF-182 training form. Electronic invoicing not accepted. If you are paying by state or local government purchase order, provide the email address to which the invoice should be mailed.

Confirmation: Registrants will receive confirmation upon receipt of complete registration information and fee. Space is limited; register early, preferably at least 10 working days before the seminar. Late registrations will be accepted on a space-available basis.

Cancellation Policy/No-Show Policy: Cancellations received more than 7 business days in advance of the 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. **EEOC Tax Identification Number: 52-0812909**

Persons needing a reasonable accommodation or special diet at the seminar: Please indicate requirement on the registration form. We will call you concerning accommodation requests.

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

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 with payment to: EEOC Training Institute, P.O Box 83933 Gaithersburg, Maryland 20883-3933 or **Fax** your registration with credit card payment to: **(301) 545-0718**

For registration information: (800) 600-6157 Customer Service
(800) 600-6158 TTY
eeoc.traininginstitute@eeoc.gov Email

For information about the seminar contact: **Rodney Klein**
Program Analyst

(210) 281-7666 Phone
(210) 281-7606 Fax
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- 7:30 a.m. Registration**
- 8:15 a.m. Welcome & General Plenary Session**
- 8:30 a.m. How to Conduct a Sexual Harassment Investigation** (Rodney Klein, Outreach and Training Coordinator, 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 Art of Hiring Smart** (Katrina Grider, Katrina Grider & Associates)

EEOC's emphasis on systemic discrimination makes hiring a key issue for today's employers. Hear Ms. Grider explain in her informative and entertaining way what you should and should not do during the hiring process.

- 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)

Noted panelists, Dr. Virginia Moody and Carmen Carter, will lead a discussion on how organizations can achieve true diversity.

- Hidden Talent: Americans with Disabilities**
(Dr. Mark L. Lengnick-Hall, UTSA)

Dr. Lengnick-Hall discusses how leading employers hire, retain, and benefit from people with disabilities.

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

Not your run-of-the-mill case update. Learn about court decisions that affect your HR policies.

- Federal Sector – Legal Update** (Dwight Lewis, Supervisory Admin. Judge, Dallas District)

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

- 3:00 p.m.**

Break

- 3:15 p.m. USERRA** (Donald Watson, US Dept. of Labor)

A very timely topic. What you need to know about the soldiers you employ.

- Federal Sector – Are You Smarter Than An Administrative Judge?** (Dwight Lewis, Supervisory Admin. Judge, Dallas District)

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

- 4:15 p.m. Adjourn**



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**Enroll me for the seminar in
San Antonio, Texas on July 31, 2008**

(PLEASE PRINT and use a separate form for each attendee. Fax registration form to (301) 545-0718 or mail to EEOC TRAINING INSTITUTE, PO Box 83933, Gaithersburg, MD 20883-3933)

First Name _____ MI _____ Last Name _____

Job 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 seminar? Yes No Describe accommodation requested or special diet needed _____

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

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

Credit Card Mastercard Visa American Express Discover

Account # _____ Expiration Date _____

Cardholder Name (print) _____ Signature _____

Cardholder Email address _____

- Check Payment to EEOC Training Institute**
- Fed Government Purchase Order** – 8-digit Agency Location Code (Required) _____
- State or Local Government Purchase Order** - Email address for invoice _____

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

of Employees at your facility? Under 50 50-99 100-249 250-499 500-999 1,000-1,999 2,000+

Your Organization's Business or Industry Type: Federal Government State/Local Government Other

Your Position Category:

- Attorney ADR/Mediator
- EEO Investigator, Counselor, Staff
- EEO Director, Manager, Supervisor
- HR Director, Manager, Supervisor
- HR Staff
- Non-HR Director, Manager, Supervisor
- President, CEO, Owner
- Union Representative
- Other _____

How did you learn about this seminar?

- Brochure in Mail
- Email
- Website/Internet
- Newspaper/Radio Ad
- Colleague
- EEOC Event
- Professional Organization
- SHRM
- Other _____