

EEOC



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Tuesday,
August 26,
2008



2008 EEOC Houston Seminar

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seminar location:
**MARRIOTT HOUSTON
WESTCHASE**
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(713) 978-7400
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Join EEOC for this one-day seminar for the latest developments in EEO law and best practices — from the experts who enforce the law.

Questions about the seminar?
Contact **JOE BONTKE**
(713) 209-3436 office
(713) 907 2855 cell
(713) 209-3439 tty
joe.bontke@eeoc.gov email



EEOC
Training Institute
...Learn from the Experts

Houston District Office * 1919 Smith Street * Houston Texas 77002

EEOC Houston Seminar

Tuesday, August 26, 2008 **AM AGENDA**



Schedule

- Registration—7:30am
- Start—8:30 am
- Continental Breakfast & Lunch provided
- End—4:30 pm

Credits: HCRI recertification credits available. Texas CLE credits pending approval. The seminar also meets the yearly refresher training requirement for federal agency investigators.

U.S. Equal Employment Opportunity Commission **TECHNICAL ASSISTANCE SEMINAR** Marriott Westchase Houston, Texas

MORNING PLENARY SESSIONS

Welcoming Remarks R. J. Ruff, Jr., Director
EEOC Houston District Office

I What You Need to Know from Legal: A Useful Perspective With Nancy Graham, EEOC Senior Trial Attorney

The courts continue to shape EEO laws. This session will provide highlights of recent EEO employment cases and how to apply them to situations in the workplace. As a Human Resource Manager, get helpful information on how current case law developments can help you update your workplace EEO policies and procedures.

II The Art and Practice of "Whistle Blowing" with Connie Barnaba of Barnaba and Associates

Leaders are strong role models. They command attention. They exude confidence. They inspire trust. They can be counted on to set high standards of ethical conduct and to "blow the whistle" on unethical conduct whenever it surfaces in their organizations. They are quick to respond to others who may sound an alarm that the core values of the company are not being respected. But routine risk management practices can sometimes insulate leaders from the warning sounds of whistles to which they would normally respond. How can the leader of any organization be sure that employees will not hesitate to blow the whistle on unfair or unlawful practices and that, when they do, the warning will be heard? Whether you are a leader who needs to polish up your whistle-blowing skills or one who wants to make sure that whistles of warning will be heard in your organization, you will enjoy this informative and entertaining session on *The Art and Practice of Whistle Blowing*.

III LUNCH—Civil Rights, Past and Present

A history of America's Civil Rights movement with *John Schmelzer*, Director of Field Coordination Programs, EEOC, Washington, D.C.

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AFTERNOON WORKSHOPS

For the remainder of the afternoon you may attend either one of the two concurrent sessions listed below.

Room A

IV How to Conduct a Sexual Harassment Investigation

Get all the tools you need to complete internal sexual harassment investigations like the pros. How to interview witnesses and assess credibility. Does what happens in Vegas really stay in Vegas?

V Department of Labor

Robin Mallett, District Director DOL Wage & Hour
Learn what an employer needs to do to stay on the right side of compliance.

VI Different Perspectives on Federal Sector

Complaints - Hear from an Administrative Judge about the Hearings process and possible outcomes and opportunities to solve claims using neutral third parties.

Room B

The Art of Hiring Smart

with 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.

"I got an EEOC letter and it is not an invitation to the seminar." Responding to a Charge - Insights from a panel of EEOC experts.

The Changing Face of "Hate"

How to Identify and Combat Racial Discrimination in the 21st Century. The E-RACE Initiative can be your workbook for respect, professional conduct and a workplace free of inappropriate behavior.



ASK EEOC!

Visit our information booth at the seminar and learn about the new changes to the EEO-1 Report for 2008. Get answers to your questions from our team of experts.



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Who Should Attend?

Human Resources Directors

Attorneys

Managers and Supervisors

State and Local Officials

Federal EEO Staff
[approved for Federal EEO
Refresher credit]

Union Representatives

Hotel Arrangements

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

*attendees may contact
the Marriott Houston
Westchase
2900 Briarpark Drive,
Houston, TX for a
special hotel rate
(713) 978-7400*

Registration Policy

Payment — \$335 - Fee includes seminar, a seven volume EEO library on CD, lunch and refreshment at breaks. Payment must accompany registration. A discount price of **\$299** is available for on-line registration with a credit card and for check payments received 30 days before the day of the seminar. Payment by government purchase order is not eligible for the Discount Price. EEOC Tax identification 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 mailed.

Registration - There are three ways to register. For immediate confirmation, register **ON-LINE** using a credit card at www.eeotraining.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 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.

Please enroll me for August 26, 2008 in Houston, Texas

PLEASE PRINT and use a separate form for each attendee.

3 ways to register

- **ONLINE**
www.eetraining.eeoc.gov
- **MAIL to**
EEOC TRAINING INSTITUTE
PO BOX 83933
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- **FAX to 301.545.0718**

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 \$299 **Discount Price***

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

Credit Card MasterCard Visa American Express Discover
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Check Payable to EEOC Training Institute

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

Fed Gov't Purchase Order

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 _____

TOP FIVE REASONS TO ATTEND THE EEOC HOUSTON SEMINAR



Houston Marriott Westchase

2900 Briarpark Drive, Houston, TX 77042
(713) 978-7400
www.marriott.com

- Free Parking
- New Standard of Elegance for Conference/Banquet Facilities
- Conveniently located off the Beltway, near Westheimer

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.

- **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 and harassment.
- **Receive your own EEO Library**, a 7-volume resource guide on one searchable CD!

Register now at www.eetraining.eeoc.gov



Texas Blue Bonnets



EEOC
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LET EEOC BE YOUR TRAINER

The Houston Office offers on-site training for your managers and employees on a range of EEO topics.

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