

2008 EEOC TECHNICAL ASSISTANCE SEMINAR

Lake Charles, LA
Thursday, September 18, 2008

Presented by



EEOC
Training Institute
...Learn from the Experts

U.S. Equal Employment Opportunity Commission
Houston District & New Orleans Field Offices

Seminar Location:

Isle of Capri Casino & Hotel
100 Westlake Avenue
Westlake, Louisiana 70669
1-888-475-3847
www.isleofcapricasinos.com

Register now at:

www.eeotraining.eeoc.gov



& Hotel

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 payment 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 is NOT accepted. If you are paying by state or local government purchase order, provide a copy of the purchase order and the 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: Seminar meets the yearly requirement for Refresher Training for federal agency EEO Counselors and Investigators. Seeking Texas and Louisiana Bar Association Continuing Legal Education (CLE) Credit and Human Resource Certification Institute (HRCI) re-certification credit.

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 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
(800) 600-6158
eeoc.traininginstitute@eeoc.gov

Customer Service
TTY
Email

For information about the seminar contact:

TYDELL NEALY
EEOC New Orleans Field Office
504-595-2838 Office
504-595-2884 FAX
tydell.nealy@eeoc.gov

JOE BONTKE
EEOC Houston District Office
713-209-3436 Office
713-907-2855 Cell
713-209-3439 TTY
joe.bontke@eeoc.gov



EEOC TRAINING INSTITUTE SEMINAR AGENDA
Lake Charles, Louisiana, Thursday, September 18, 2008
8:30 A.M. – 4:45 P.M.

Opening Remarks

R. J. Ruff, Jr., District Director
Houston District Office

Keith T. Hill, Field Director
New Orleans Field Office

Session I - Employment Law Update - Applying the Law to the Workplace

Highlights of recent EEO employment cases and how to apply them to situations in the workplace. Get helpful information on how current case law developments can help you update your workplace EEO policies and practices.

Session II - The Art and Practice of “Whistle Blowing”

Routine risk management practices can sometimes insulate leaders from the warning sounds of whistle blowers 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? Make sure the whistles of warning are heard in your organization.



Luncheon Keynote Speaker

The Honorable Stuart Ishimaru, Commissioner
U. S. Equal Employment Opportunity Commission

AFTERNOON SESSIONS

Session III - The Art of Hiring Smart

EEOC's emphasis on systemic discrimination makes hiring a key issue for today's employers. Hear what you should and should not do during the hiring process.

Session IV - Hate - Its Changing Face and How to Identify and Combat Racial Discrimination in the 21st Century.

The E-RACE Initiative can be your textbook for respect, professional conduct and a workplace free of inappropriate behavior.

Session V—Transforming Your Workplace

Highlights of EEOC's Systemic Initiative. Do your policies or practices discriminate against a protected group? Do you promote an inclusive culture in your workplace? Identify workplace practices that could promote discrimination and hear how to avoid subjective employment decisions.

Closing Remarks – Evaluations – CD-ROMs – Certificates

2008 EEOC TRAINING INSTITUTE SEMINAR REGISTRATION FORM

Enroll me for the Lake Charles, Louisiana seminar on Thursday, September 18, 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 _____

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

Cardholder Name (print) _____ Signature _____

Cardholder Email address _____

Check Payable to the EEOC Training Institute

Fed Government Purchase Order – 8-digit Agency Location Code (required) _____

State or Local Government Purchase Order - 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 Director, Manager, Supervisor
- EEO Investigator, Counselor, Staff
- HR Director, Manager, Supervisor
- HR Staff
- Other Director, Manager, Supervisor
- President, CEO, Owner
- Union Representative
- Other _____

How did you learn about this seminar?

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