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**July 24,
2008**

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ENHANCE YOUR EEO KNOWLEDGE at the **2008 EEOC Detroit Technical Assistance Program Seminar (TAPS)**. This informative seminar, sponsored by **EEOC'S DETROIT OFFICE**, will be held at Wayne State University.



EEOC Detroit Seminar

U.S. Equal Employment Opportunity Commission

2008 SEMINAR LOCATION
**Wayne State
University Law School
Spencer M. Partrich
Auditorium
471 W. Palmer
Detroit, Michigan 48202
(313) 577-3933**

Come to the Source!

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

Questions about the seminar?
Contact **Phyllis Tucker -Wells**
EEOC Indianapolis District Office
(317) 226-7469
(317) 226-5162 TTY
(317) 226-5471 FAX
phyllis.tucker-wells@eeoc.gov



EEOC
Training Institute
...Learn from the Experts

Thursday July 24th

EEOC Detroit Seminar

www.eetraining.eeoc.gov

Who Should Attend?

Human Resources Managers and Staff

EEO Managers and Staff

Attorneys

Managers and Supervisors

State and Local Officials

Federal EEO Staff [approved for Federal EEO investigator refresher credit]

Union Representatives

Hotel Arrangements

Registrants are responsible for their own hotel and travel arrangements.

Rooms may be reserved at :

Holiday Inn Express
Hotel and Suites

1020 Washington Blvd.

Detroit, Michigan 48226
(313) 887-7000

Registration Policy

Payment — \$335 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** 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 cannot be 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 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 Detroit Seminar



Schedule

- Registration—7:30 am
- Start—8:15 am
- Lunch provided
- End—4:15 pm

CREDITS

This seminar meets the yearly training requirement for federal agency EEO investigators. HRCI recertification credits are available on an hour for hour basis.

7:30 a.m. Registration and Continental Breakfast

8:15 a.m. Welcome

Danny Harter, District Director, Indianapolis District Office
Phyllis Tucker-Wells, Program Analyst
Gail Cober, Field Director, Detroit Field Office

8:30 a.m. What's New At EEOC

This workshop will feature a discussion of the latest initiatives at EEOC including E-RACE (Eradicating Racism and Colorism from Employment) Caregiver Guidance, Systemic Initiative and more. Learn what your company needs to focus on to be in compliance with these new initiatives.

Gail Cober, Director, Detroit Field Office

9:30 a.m. Break

9:45 a.m. Legal Update

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 EEO decisions issued by the courts in the last year and the EEOC's official response in these decisions.

Deborah Barno, Supervisory Trial Attorney, Detroit Field Office

11:00 a.m. Immigration/Citizenship Documentation for Workers - New I-9 Form

This workshop will provide valuable guidance for employers from the Department of Justice (Office of Special Counsel), on national origin discrimination, citizenship/immigration status discrimination, retaliation, and unfair documentary practices during the employment eligibility verification (I-9 Form) process. The list of acceptable documents that can be presented to establish a worker's identity and employment eligibility recently changed as a result of USCIS's roll out of a revised I-9 Form. Certain documents are no longer acceptable, which will likely increase the potential for charges of unfair documentary practices in the hiring and/or re-verification processes. OSC attorneys will also provide updates on the Department of Homeland Security's E-Verify program (formerly the Basic Pilot Program)

Attorney Representative from DOJ

12:00 noon Lunch McGregor Conference Center

EEOC Detroit Seminar

AGENDA Thursday July 24th

1:05 p.m. **Race/Color Discrimination : Role Play**

Join the EEOC Prime Time Players as they present a role play feature on Race/Color Discrimination. Race and color discrimination can be conscious or unconscious, overt or subtle and sophisticated. It can manifest itself in a variety of ways. Was there a violation of the law in this role play? You decide.

We will cover: What is Race Discrimination? What is Color Discrimination? What are some tips on providing equal access to jobs? What do you need to consider when hiring or promoting.? How to avoid racial animus, racial stereotyping. How to deal with customers' racial preferences.

A Plaintiff's attorney ,a Respondent's attorney, and an EEOC attorney will provide advice and helpful hints during the role play. With our group of talented actors an Oscar nomination just might be in the works.

The EEOC's Race and Color Compliance Manual section will be distributed as a handout and used as a reference during the discussions.

2:45 p.m. **Break**

3:00 p.m. **Four Rs of a an EEOC Charge React, Respond, Resolve, Retaliation**

This workshop will cover:

- How an employer's representative should go about conducting an internal investigation (REACT) on a race/religious discrimination complaint
- What information/action is necessary to provide to the EEOC (RESPOND) in order to appropriately answer the complaint or charge, and
- What are the options in remedying the situation (RESOLVE).
- RETALIATION Don't do it.

Peter Morelli, Enforcement Supervisor, will facilitate this workshop.

4:15 p.m. **Wrap-up**

Evaluation and distribution of Resource Guide CDs.

**Be a part of
EEOC's Popular
Roleplays .**

You will find our
lively role-plays
both entertaining
and informative.



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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**

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:

- 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 _____

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, in order for you to attend this program? Yes No 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

Account # _____ Expiration Date _____

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Check Payable to the EEOC Training Institute

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

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8 digit Agency Location Code (Required) _____

TOP FIVE REASONS FOR ATTENDING THE EEOC DETROIT 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.



The **Wayne State Law School** is located at 471 West Palmer Street just west of Cass Avenue at the northeast corner of the University's main campus. Access to the Law School is easy from I-94, I-96, I-75 and the Lodge Freeway (M-10). Parking is available at the parking structure located at 450 W. Palmer.

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

LET EEOC BE YOUR TRAINER.

For information about on-site training on EEO topics, contact:

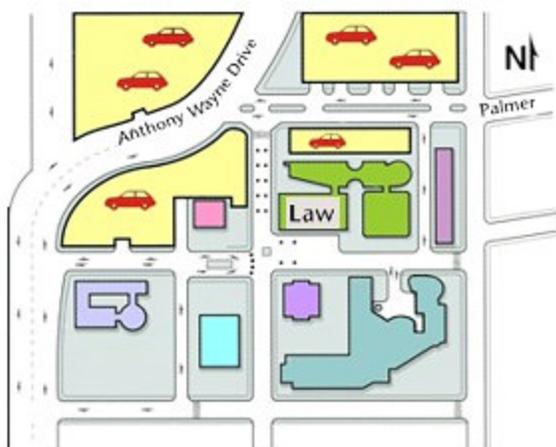
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