

REGISTER EARLY!

Discount Price for on-line registration or faxed/mailed payment received by July 25th

**August 25,
2008**

Attend **Sexual Harassment and Conducting an Effective Investigation** to satisfy CA AB 1825 sexual harassment training requirement for supervisors.

ENHANCE YOUR EEO KNOWLEDGE at the 2008 EEOC Technical Assistance Seminar. This informative seminar is sponsored by the **EEOC Los Angeles District Office and the San Diego Local Office**. The seminar will be held at the Hyatt Regency La Jolla at Aventine, in San Diego, California.



EEOC La Jolla Seminar

U.S. Equal Employment Opportunity Commission

Seminar Location
Hyatt Regency La Jolla
At Aventine
3777 La Jolla Village Dr.
San Diego, CA 92122
(858) 552-1234
www.lajolla.hyatt.com

**LET EEOC BE YOUR
TRAINER!**

Experienced EEOC staff will come to your facility and provide training on popular EEO topics tailored to your Company's specific needs.

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 Santos Albarran
EEOC Los Angeles District Office
(213) 894-1045
(213) 894-2028 FAX
(santos.albarran@eeoc.gov)



EEOC
Training Institute
...Learn from the Experts

Monday, August 25, 2008

EEOC La Jolla Seminar

Top 5 Reasons to Attend TAPS

- 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 Accommodations

Registrants are responsible for their own hotel and travel arrangements.

Call the Hyatt Regency La Jolla at
(858) 552-1234

before **July 24, 2008**
for the government rate
of \$139 per night.

Registration Policy

Payment — \$335 (Walk-in and Non-discount Registration)
A discount price of **\$299 is available for on-line registration with a credit card completed by August 24, 2008. The discount price is also available for mailed check or faxed credit card payments received by July 24, 2008.** Payments by government purchase order are not eligible for this Discount Price. Fee includes seminar, a seven volume EEO library on CD, lunch, and refreshments at breaks. Payment must accompany registration application.

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.

ON-LINE using a credit card at www.eeotraining.eeoc.gov

MAIL your registration application and payment to
EEOC TRAINING INSTITUTE, PO BOX 83933, GAITHERSBURG, MD 20883-3933

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. *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 La Jolla EEOC Seminar Monday, August 25, 2008

- 7:15 AM** **Registration and Continental Breakfast**
- 8:15 AM** **Welcome & Opening Remarks**
Olophius E. Perry, Esq., Director, EEOC Los Angeles District Office
Raul Green, Acting Director, EEOC San Diego Local Office
- 8:30 AM** **Keynote Speaker**
Morgan Walls-Dines PH.D., Information Service Specialist, U.S. Census Bureau Data Services
- 9:00 AM** **The EEO-1: Requirements, Revisions, and Common Problems**
Patrick Ronald Edwards, Director, Program Research and Surveys Division Office Research Information & Planning, Washington D.C.
- 10:00 AM** **Break**
- 10:15 AM** **Retaliation—Workshop #1**
Retaliation claims have tripled in the past fifteen years, and the US Supreme Court 's recent ruling helped clarify the broad coverage Title VII provides to employees. Find out how the EEOC Investigates retaliation charges and what you can do to prevent viable retaliation claims.
- 10:15 AM** **Immigration Related Discrimination-Workshop #2**
With our changing demographics, it is often difficult to ensure that employers are not going “over the top” to ensure compliance with immigration laws and EEO laws. This workshop will provide critical information for human resource professionals, managers and supervisors.
- 10:15 PM** **Race and Color Discrimination: Beyond Black and White Issues—Workshop # 6**
Explore the many factors which influence race-based employment decisions. See how factors other than race and skin color can result in disparate treatment and possible pattern and practice discrimination. Ensure that your employment decisions do not impact applicants and employees because of hidden racial bias.
- 12:15 PM** **Luncheon Keynote Speaker: Phyllis W. Cheng, Director, California Department of Fair Employment and Housing**
- 1:30 PM** **Sexual Harassment and Conducting an Effective Investigation—Workshop #4**
Sexual harassment continues to be a high profile issue that plagues many employers. Learn the steps employers may take to prevent harassment and promptly and effectively respond when it occurs by conducting an effective investigation.
- 1:30 PM** **ADA and the Interactive Process—Workshop #5**
Understand key concepts and EEO decisions on the ADA and the Interactive Process.
- 1:30 PM** **Leading Practices for Successful Mediation—Workshop #3**
Have you ever wondered, “Why should we use mediation for conflict resolution when we haven’t done anything wrong?” Or “What are the benefits?” Find out why more and more employers are choosing this important tool to resolve employment disputes. Learn what to expect when you opt to mediate and how to maximize your mediation experience.
- 3:30 PM** **Break**
- 3:45 PM** **Open Forum With EEOC and DOJ Officials**
Our panel members will answer any questions you may have regarding Employment related issues.

Credit: HRCI Credits Available. California CLE credits have been requested. This seminar also meets the yearly refresher training requirement for federal agency EEO investigators. Attend **Sexual Harassment and Conducting an Effective Investigation** to satisfy CA AB 1825 sexual harassment training requirement for supervisors.

EEOC La Jolla Seminar—August 25, 2008

Please print and use a separate form for each attendee.

3 ways to register

•**ON-LINE** (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 Non-discount registration \$299 Discount Price*

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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 Payment Payable to EEOC Training Institute

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

Federal Gov't Purchase Order

8-digit Agency Location Code (ALC) (Required) _____

Have you previously attended an EEO 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
- Non-government

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 _____