

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Seminar includes a CD-ROM of 2000+ pages, a Complete EEO LIBRARY!

**Tuesday,
April 8, 2008**

Don't miss out on this exciting and informative EEOC Technical Assistance Program Seminar (TAPS), sponsored by the **EEOC MIAMI DISTRICT OFFICE**. The seminar will be held at the Parrot Jungle Island, located between downtown Miami and South Beach.



2008 EEOC Miami Seminar

Miami District Office * 2 S. Biscayne Blvd. * Miami Florida 33131

**REGISTER NOW at
www.eeotraining.eeoc.gov
for reduced price**

Seminar location:
JUNGLE ISLAND
1111 Parrot Jungle Trail
Miami, FL 33132
(305) 400-7000
www.parrotjungle.com

Questions about the seminar?

Contact **NITZA WRIGHT**
(305) 808-1791 office (305) 240-1017 cell
(305) 808-1742 TTY nitza.wright@eeoc.gov



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EEOC Miami Seminar

Tuesday, April 8, 2008 **PROGRAM AGENDA**

U.S. Equal Employment Opportunity Commission TECHNICAL ASSISTANCE SEMINAR Miami, Florida

MORNING PLENARY SESSION

8:15 AM **Welcoming Remarks**

8:30 AM **Plenary Session — Keynote Speaker:**
Honorable Naomi C. Earp, Chair of the U.S. EEOC

9:00 AM **Intake Session (Role Play)**

This engaging reality exercise will guide participants through the EEOC's intake process using interesting and emerging issues including race and color discrimination. Learn what's involved in the intake process, what questions are asked, what evidence is needed, and how this information is used to frame the investigation. Learn the keys to preparing an effective response to a charge of discrimination that will help get a quicker resolution from EEOC.

Presenters: *Inés Lozano, Yolanda Ramírez, and José Camejo*, EEOC Miami District Office

10:15 AM **BREAK**

10:30 AM **WORKSHOPS (You may choose to attend one.)**

21st Century Race & Color Discrimination: How to Deal with It

Recent studies suggest that overt and covert race discrimination is still alive and well. EEOC has rolled out its E-RACE initiative to combat racism and colorism in the workplace. Managers need to be aware of the possibility of implicit bias in their employment decisions. During this session, recent case studies will be used to examine aspects of subconscious discrimination.

Presenter: *Kate Boehringer*, Supervisory Trial Attorney, Miami District Office

Schedule

- **Registration—7:30 am**
- **Start—8:15 am**
- **Continental Breakfast & Lunch provided**
- **End—4:15 pm**

Credits:

HCRI recertification credits available. Florida CLE credits pending approval.

EEOC Miami Seminar

AGENDA (CONT.) Tuesday, April 8, 2008

10:30 AM **WORKSHOPS (CONT.)**

Legal Update

EEO law is dynamic, ever changing and developing as the courts interpret and apply the law to a rapidly changing workplace. Hear about the latest developments in the courts today and the latest lawsuits the EEOC has filed.

Presenter: *Nora E. Curtin*, Regional Attorney, EEOC Miami District Office

12:00 N **LUNCH — NETWORKING**

AFTERNOON PLENARY SESSION

1:00 PM **Discrimination Against Caregivers: When is it Covered Under EEO Laws?**

Discrimination against working mothers and other workers with caregiving or family responsibilities is an emerging discrimination issue in the 21st century workplace. Changing workplace demographics, including women's increased participation in the labor force, have created the potential for greater discrimination against working parents and others with caregiving responsibilities, such as eldercare. This session will explain when discrimination against a working parent or other caregiver constitutes unlawful disparate treatment under federal EEO law. The session also will discuss best practices that employers can adopt to be proactive in addressing potential discrimination against caregivers.

Presenter: *Ernest Haffner, Esq.*, EEOC Office of Legal Counsel

2:30 PM **WORKSHOPS (Repeats from 10:30 AM Session)**

4:00 PM **Q & As**

4:15 PM **ADJOURN**

LET EEOC BE YOUR TRAINER!

Experienced EEOC staff will come on-site and provide training on popular EEO topics to your managers and/or employees. For more information, contact:

Nitza Wright

Program Analyst
(305) 808-1791

nitza.wright@eeoc.gov



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Who Should Attend?

Human Resources Directors

Attorneys

Managers & 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.*

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 start of the seminar. Payment by government purchase order is not eligible for this 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 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 **ONLINE** 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 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 PRINT and use a separate form for each attendee.

3 ways to register

• **ONLINE**

www.eetraining.eeoc.gov

• **MAIL to**

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Please enroll me in the Miami, Florida Seminar on April 8, 2008.

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 One Day \$299 **One Day 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 Payment to EEOC Training Institute

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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 MIAMI 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.

- **Improve your company's bottom line**, saving money, time and resources with smart policies, happy employees and a productive workplace.
- **Learn best practices.** Keep your approach to EEO up to speed with innovations and changes in the workplace.
- **Meet the people who enforce the laws** and work with EEOC presenters to analyze workplace issues.
- **Prepare for today's complex HR decisions** concerning hiring, termination, accommodating disabilities, and more!
- **Receive your own EEO Library**, a seven-volume resource guide on one searchable CD!



DIRECTIONS

Jungle Island in Miami, Florida is located at 1111 Parrot Jungle Trail, off 395, between downtown Miami and South Beach.

From I-95

Take 395 East (MacArthur Causeway), make a right on Parrot Jungle Trail which is the first exit after the bridge. Follow the road around and under the causeway to the parking garage on the left-hand side.



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

For More Information Contact:

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