

Fee — \$335 per day

Early/Online Discount
\$299 (\$598 both days)
for on-line registration or
if payment is received by
Monday, May 12, 2008

June 12-13,
2008

2007 Seminar **SOLD OUT**
2 weeks before:
REGISTER NOW
www.eeotraining.eeoc.gov

The EEOC's San Francisco District Office invites you to our 2008 seminar at the **Dolce Hayes Conference Center** — featuring state-of-the-art facilities, free parking, fine dining and spa — close to San Jose and San Francisco International Airports and only a short drive from Monterey.



EEOC San Jose Seminar

U.S. Equal Employment Opportunity Commission

2008 SEMINAR LOCATION

Dolce Hayes
Conference Center

200 Edenvale Avenue
San Jose, CA 95136
(408) 226-3200
www.hayesmansion.com

Call (408) 226-3200
before April 28, 2008 for
EEOC conference rate:
\$140 per night

COME TO THE SOURCE

Join EEOC for this two-day seminar
on the latest developments
in EEO law and best practices —
from the experts who enforce the law.



EEOC
Training Institute
...Learn from the Experts

Questions about the seminar?

Contact Linda Li
(415) 625-5618
TTY (415) 625-5610
linda.li@eeoc.gov

Thursday, June 12
Friday, June 13

EEOC San Jose Seminar

www.eetraining.eeoc.gov

Workshop Themes

New to EEO?	1A, 1X, 2A, 2X
Trends + Updates	Plenary 1 & 2, 2B
Best Practices	Plenary 1 & 2, 1B, 1X, 2A, 2X
Sexual Harassment	1Y or 2Y
Disability Issues	1Z, 2C, 2Z
Investigative Skills	1X, 1Y or 2Y
NEW: 3-Hour Intensive (In-Depth, Hands-On)	1X, 1Y, 1Z, 2X, 2Y, 2Z



Hotel Arrangements

Registrants are responsible for their own hotel and travel arrangements.

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before April 28, 2008 for
EEOC conference rate:

\$140 per night

Dolce Hayes Conference Ctr
200 Edenvale Avenue
San Jose, CA 95136
www.hayesmansion.com

Registration Policy

Payment — \$335 per day (\$670 for both days)

Fee includes seminar, a seven volume EEO library on CD, lunch and refreshment at breaks. Payment must accompany registration. A discount price of **\$299 per day (\$598 for both days)** 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 the 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 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.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.

Credit: Recertification credits from HRCI are available, and CA CLE credits will be requested. Each day of the seminar meets the yearly refresher training requirement for federal agency EEO investigators and counselors.

Registration
7:45 — 8:45 am

Plenary
8:45 am—10:15 am

Workshop
10:30 am—12:00 pm

Lunch
12 noon—1 pm

Intensive Workshop
1:00 pm— 4:00 pm

How do I choose between 1X and 1Y?

ABCs Applied will give you a hands-on, step-by-step introduction to conducting an investigation: practical skills for beginners.

Harassment Investigation Critique (offered both days) will show you how to critically analyze the quality of investigations, with an emphasis on harassment issues: take your skills to the next level.

Emerging Workforce Trends and Issues

Panel Discussion hosted by Acting District Director Michael Baldonado.



1A (Level: Basic)

ABCs of EEO

An introduction to federal EEO laws and the theories behind them. *(Consider following this class with 1X: ABCs Applied)*

1X (Level: Basic)

ABCs Applied: A Case Study in Investigation

Develop your ability to (1) plan and conduct interviews; (2) assess the credibility of testimonial evidence; (3) collect and analyze documentary evidence; (4) analyze models of proof, including employer defenses; (5) review evidence and draw conclusions; (6) write up your findings.

1B (Level: All Levels)

Retaliation

Last year, retaliation charges increased 18% to a record level high for EEOC. Learn how to avoid this common pitfall.

1Y (Level: Intermediate)

Harassment Investigation Critique

Review state and federal law on sexual and other types of workplace harassment. Then dissect and discuss harassment investigations with EEOC Regional Attorney Bill Tamayo, so you can avoid the most common mistakes employers make. *(This class meets the Calif. AB 1825 training requirement for supervisors.)*

1C (All Levels)

Workplace Implications of Domestic Violence and Sexual Assault

How should you respond to employees who have suffered domestic violence or sexual assault? Panelists address state and federal disability rights, leave issues, and sex discrimination laws as they relate to domestic violence and sexual assault survivors.

1Z (Level: All Levels)

Managing Employees with Mental Disabilities: Navigating the Interactive Process and Reasonable Accommodations

Jane Kow (*Employment Lawyer & HR Consultant*) presents a practical step-by-step approach to determining appropriate workplace accommodations based on employees' capabilities and limitations, without violating their rights to medical privacy. Using role-play and interactive exercises, learn to effectively respond to requests for accommodations, document essential information, and detangle misconduct or poor performance issues from disability limitations.

EEOC SAN JOSE SEMINAR

DAY 2

Friday, June 13, 2008

Registration
7:45 — 8:45 am

Plenary
8:45 am — 10:15 am

Workshop
10:30 am — 12:00 pm

1Z and 2C:
*Managing Employees
with Mental Disabilities*
(how to apply the criteria
for essential functions
when making
accommodation
decisions)
pairs well with
Essential Job Functions
(how to identify essential
functions and write them
into job descriptions)

Lunch
12 noon — 1 pm

Intensive
Workshop
1:00 pm — 4:00 pm

EEO Legal Update

Discuss recent state and federal developments that impact your workplace, with EEOC Regional Attorney Bill Tamayo and Phyllis Cheng, appointed Director of the California Department of Fair Employment & Housing (DFEH) in January 2008.



2A (Level: All Levels)

Inside Scoop: Responding to EEOC + DFEH

Hea Jung Atkins
(EEOC San Jose Local
Director) and
Marlene Massetti
(DFEH San Jose
District
Administrator)
provide a guide to
smooth interaction
with the agencies.

2X (Level: All Levels)

Alternative Dispute Resolution

Learn techniques to resolve day-to-day employee relations issues and employee management conflicts. Witness ADR skills in action with a mock mediation presented by EEOC ADR Coordinator Deborah Wong Randall.

2B (Level: All Levels)

Religion in the Workplace

How are employers dealing with a religiously-diverse workforce? What trends are indicated by recent court decisions? Bill Tamayo (EEOC Regional Attorney), Vicki Laden (Oakland City Attorney's Office) and Ted Borromeo (Asst. General Counsel, Sun Microsystems).

2Y (Level: Intermediate)

Harassment Investigation Critique

Review state and federal law on sexual and other types of workplace harassment. Then dissect and discuss harassment investigations with EEOC Regional Attorney Bill Tamayo, so you can avoid the most common mistakes employers make. (This class meets the Calif. AB 1825 training requirement for supervisors.)

2C (Level: All Levels)

Essential Job Functions

Do your job descriptions accurately distinguish essential functions from marginal duties? Roberta Etcheverry (Diversified Management Group) discusses the key criteria to identifying essential functions, and how these descriptions can impact decisions such as making a workplace accommodation. (Complements 1Z: Mental Disabilities)

2Z (Level: Int.-Adv.)

Understanding the Bermuda Triangle: Americans with Disabilities Act, Family and Medical Leave Act and California's Paid Family Leave Law

Employees often face family or personal medical situations that require time off. Experts help you navigate the maze of ADA, FMLA and PFCL regulations on employees' leave and their return to work.



EEOC
Training Institute
...Learn from the Experts

Please print and use a separate form for each attendee.



ON-LINE

www.eetraining.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 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 /Newsletter
- Professional Organization
- SHRM
- Other _____

Enroll me for **Day 1 Thursday, June 12**, and the following topics...
 Select one: 1A: ABCs of EEO 1B: Retaliation 1C: Implications of DV & SA
 Select one: 1X: ABCs Applied 1Y: Harass Inv Crit 1Z: Mental Disabilities

Enroll me for **Day 2 Friday, June 13**, and the following topics...
 Select one: 2A: Responding 2B: Religion 2C: Essential Functions
 Select one: 2X: ADR 2Y: Harass Inv Crit 2Z: Triangle: Disability + Leave

First Name _____ MI _____ Last Name _____
 Title _____
 Business/Organization _____
 Address _____
 City _____ State _____ Zip _____
 E-Mail _____
 Business Telephone () _____ (if TTY, please check here)
 Fax No. () _____ Company/Agency Tax ID Number _____
 Do you require a reasonable accommodation, due to a disability, to attend? No Yes ...
I'd like to request the following accommodation/special diet: _____

AMOUNT OF PAYMENT: \$335 One Day \$299 **One Day Discount Price***
 \$670 Two Days \$598 **Two Day Discount Price***

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

Credit Card MasterCard Visa American Express Discover
 Account # _____ Exp. Date _____
 Card Security Code (3 or 4 un-embossed digits near signature block) _____
 Cardholder Name (please print) _____
 Signature _____
 Cardholder Email _____

Check Payable to EEOC Training Institute
 State/Local Gov't Purchase Order – Email for invoice _____
 Fed.Gov't Purchase Order
 8 digit Agency Location Code (ALC) (Required) _____



EEOC SAN JOSE SEMINAR

TOP 5 REASONS TO ATTEND

2008 SEMINAR LOCATION

Dolce Hayes Conference Center

200 Edenvale Avenue
San Jose, CA 95136
(408) 226-3200
www.hayesmansion.com

From San Jose (11 miles)

Take Hwy 87 (Guadalupe Pkwy) South to Hwy 85 South. Exit on Blossom Hill Rd and turn left. Go 5 lights to Lean Ave and turn left. Lean Ave becomes Edenvale. Dolce Hayes will be approx. 1 mile on the left.

From SFO (Approx. 1 hour)

Take Hwy 101 South to the Blossom Hill Rd /Silver Creek Valley Rd. Turn right on Blossom Hill Rd. Turn right at Lean Ave, which will become Edenvale. Dolce Hayes will be approx. 1 mile on the left.

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** from EEOC experts who will keep your approach to EEO up to speed with innovations and changes in the workplace.
- **Meet the people who enforce the laws** and discover how EEOC and other government agencies analyze an issue.
- **Prepare for tough HR decisions** concerning hiring, ADA and harassment.
- **Receive your own EEO Library**, a 7-Volume Resource Guide on one searchable CD!



EEOC
Training Institute
...Learn from the Experts

LET EEOC BE YOUR TRAINING RESOURCE

Interested in on-site EEO training for your employees? EEOC can customize a course for you. Please contact:

Linda Li at (415) 625-5618

TTY (415) 625-5610

linda.li@eEOC.gov

