

2008 EEOC TECHNICAL ASSISTANCE SEMINAR

**St. Louis, Missouri
May 15, 2008**

Presented by
The EEOC Training Institute



**U.S. Equal Employment Opportunity Commission
St. Louis District Office**

EEOC

The Source for EEO Training

Seminar Location:

Crowne Plaza - St. Louis Airport
11228 Lone Eagle Drive
St. Louis, Missouri 63044
(314) 291-6700
www.stlouis-hotels.crowneplaza.com

Register now at:

www.eeotraining.eeoc.gov

Interested in On-Site EEO Training?
L. Jack Vasquez @ 314-539-7944
or lloyd.vasquez@eeoc.gov

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. Approved by the Missouri Bar for 7.7 Hours of Continuing Legal Education (CLE) Credit. Human Resource Certification Institute (HRCI) re-certification credit pending.

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:

Lloyd J. Vasquez, Jr. (314) 539-7944
(314) 539-7894
(314) 539-7803
lloyd.vasquez@eeoc.gov

Phone
Fax
TTY
Email



EEOC TRAINING INSTITUTE SEMINAR AGENDA St. Louis, Missouri May 15, 2008

- 7:00 a.m. Registration**
- 8:00 a.m. Welcome & Introduction**
(L. Jack Vasquez, Jr., Administrative Judge and Acting Outreach Manager, St. Louis Office)
- 8:15 a.m. The State of the District: Legal Issues & More**
(James R. Neely Jr., Director, St. Louis District Office)
Share the District Director's insight and perspectives on Commission initiatives and major legal issues within the District's five state jurisdiction.
- 8:30 a.m. OOPS! I DID IT AGAIN!
Mistakes Managers Make Leading to EEO Complaints**
(Sharron Blalock, Principal, Prevention or Penalty, LLC)
Would you like some practical advice for avoiding an unwanted EEOC visit? This EEO expert and business and industry consultant will discuss the top ten "common sense" mistakes managers make that often invite EEO complaints. Receive practical advice and guidance to reduce the potential for an EEOC investigation. Time for Q&A allotted.
- 10:00 a.m. Workshop A: Who's Investigating Us? Why? And What's Next?**
(Maggie McFadden and Dana Engelhardt, Supervisory Investigators, St. Louis District Office, and Eric Krekel, Director of Operations, Missouri Commission on Human Rights)
This informative session will give you all the information you need regarding the investigative process and responding to an investigation including federal and state statutory and regulatory authority, as well as the interface between the EEOC and MCHR.
- Workshop B: Labor & Employment Law Update**
(Robert W. Stewart, The Lowenbaum Partnership, LLC)
Join an experienced labor and employment attorney specializing in representation of management in a review and analysis of recent and significant labor and employment law cases affecting the workplace. A must for all levels of HR and Labor & Employment Law professionals.
- Workshop C: Nooses, Nasty Nouns & Nefarious Workplaces**
(L. Jack Vasquez, Jr.)
Although the majority of our prevention efforts are directed to forms of subtle discrimination, recent years have witnessed a troublesome increase in overt forms of discrimination. This interactive review will cover case law trends in the area of "not so subtle" discrimination as well as a discussion of prevention approaches and strategies.
- 11:20 a.m. Workshop D: Enforcement Guidance Update: Caregiver Discrimination**
(Sylvia M. Smith, District Resource Manager, St. Louis District Office)
Although federal EEO laws do not prohibit discrimination against caregivers *per se*, discriminating against caregivers may well constitute unlawful conduct under multiple circumstances. This informative session will review the Commission's Enforcement Guidance with discussion of identifying and avoiding problematic situations.
- Workshop E: Federal Sector Case Law Update**
(Andrea M. Niehoff, Administrative Judge, St. Louis District Office)
A review of the most recent decisions of the Commission's Office of Federal Operations and their impact on federal agencies. An absolute must for federal agency EEO and HR professionals, EEO counselors, investigators and federal sector practitioners.
- Workshop F: Harassment – It's Not Just About Sex Anymore**
(Sharron Blalock, Principal, Prevention or Penalty, LLC)
A look at recent charges and employment discrimination litigation costs emphasizes the need for employers to be proactive in preventing workplace harassment. Receive practical advice in this workshop on how to identify, prevent and lessen workplace harassment through group discussion of actual case studies. Plenty of time for Q&A.
- 12:30 p.m. Lunch and Networking**
- 1:40 p.m. Repeat Workshops A, B and F**
- 3:05 p.m. Repeat Workshops C, D and E**
- 4:15 p.m. Adjourn**

2008 EEOC TRAINING INSTITUTE SEMINAR REGISTRATION FORM

Enroll me for the St. Louis, Missouri seminar on May 15, 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 hear about this seminar?

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