

2008 TECHNICAL ASSISTANCE PROGRAM SEMINAR

Kansas City, Missouri
July 10, 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:

Hilton Hotel – Kansas City Airport
8801 NW 112th Street
Kansas City, Missouri 64153
(816) 891-8900
www.hilton.com

Register now at:

www.eetraining.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 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 (ALC). 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. If you are paying by state or local government purchase order, provide the email 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: This seminar meets the yearly refresher requirement for federal agency EEO investigators and counselors. Continuing Legal Education (CLE) credits will be requested from the states of Missouri and Kansas. 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



Registration/Check-In (with Continental Breakfast) From 7:15 a.m.

- 8:15 a.m. Welcome & Introduction** (L. Jack Vasquez, Jr., Administrative Judge and Acting Education/Outreach Manager, St. Louis District Office)
- 8:30 a.m. The State of the District** (James R. Neely Jr., Director, St. Louis District Office)
Commission initiatives and major legal issues within the District's five state jurisdiction.
- 8:45 a.m. OOPS! I DID IT AGAIN: Avoiding Mistakes Leading to EEO Complaints**
(Sharron Blalock, Principal, Prevention or Penalty, LLC) *Practical advice for avoiding the common mistakes managers make that often invite EEO complaints.*
- 10:30 a.m. Break**
- 10:45 a.m. De-Mystifying Workplace Safety Issues “from O to S to H to A”**
(Mark Banden, Compliance Specialist, OSHA Kansas City Area Office; and, Christine Stewart, Supervisory Discrimination Investigator, OSHA Kansas City Regional Office)
By popular demand, join OSHA experts for an update on the law of workplace safety.
- 12:00 Noon Lunch and Networking**
- 1:00 p.m. Workshop A: Who’s Investigating Us? Why? And What’s Next?**
(Billie Ashton, Director and Tezzie Wells, Supervisory Investigator, Kansas City Area Office, Orienta “Orie” Kirksey, Investigative Administrator, Kansas Human Rights Commission and Eric Krekel, Director of Operations, Missouri Commission on Human Rights)
An interactive discussion with four experts on the complaint and investigative process.
- Workshop B: I Only Wanted Revenge! Is That So Wrong?** Ms. Blalock will guide you through this liability-laden topic with a discussion of actual case studies.
- Workshop C: Nooses, Nasty Nouns & Nefarious Workplaces**
Although the majority of our prevention efforts are directed to subtle discrimination, there is an emerging increase in overt forms of discrimination. Join Administrative Judge Vasquez in a review of case law trends with an open discussion of prevention approaches and strategies.
- 2:05 p.m. Workshop D: Enforcement Guidance Update: Caregiver Discrimination**
(Sylvia M. Smith, District Resource Manager, St. Louis District Office) *This informative session will review the Commission’s Enforcement Guidance with discussion of identifying and avoiding potential discrimination against caregivers.*
- Workshop E: Federal Sector Case Law Update**
(Lisa Thompson, Administrative Judge, St. Louis District Office) *A review of the most recent decisions of the Commission’s Office of Federal Operations.*
- Workshop C (repeated)**
- 3:05 p.m. Break**
- 3:20 p.m. Repeat Workshops A, B and D** **4:30 p.m. Adjourn**



EEOC
Training Institute
...Learn from the Experts

**Enroll me in the Kansas City, Missouri seminar on
 July 10, 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/faxed credit card payment received 30 days before the seminar.**

Credit Card Mastercard Visa American Express Discover

Account # _____ Expiration Date _____

Card Security Code _____ (3 or 4 non-embossed numbers near the signature block)

Cardholder Name (print) _____ Signature _____

Cardholder Email address _____

- Check Payable to EEOC Training Institute**
- Fed Government Purchase Order** – 8-digit Agency Location Code (ALC) (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 learn about this seminar?

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