

2008 TECHNICAL ASSISTANCE PROGRAM SEMINAR

**Oklahoma City, Oklahoma
June 4, 2008**

Presented by
The EEOC Training Institute



U.S. Equal Employment Opportunity Commission
St. Louis District Office/Dallas District Office

EEOC

The Source for EEO Training

Seminar Location:

Cox Convention Center
10 North Broadway
Oklahoma City, Oklahoma 73102

Register now at:

www.eeotraining.eeoc.gov

Interested in EEO on-site training?

Contact Jack Vasquez at
(314) 539-7944
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. Electronic invoicing not accepted. 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 requirement for refresher training for federal agency EEO Counselors & Investigators. Human Resource Certification Institute (HRCI) Re-Certification Credit is pending.

Hotel Information: Registrants are responsible for making their own hotel arrangements. The Renaissance Oklahoma City Hotel is adjacent to the convention center (405) 228-8000.

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 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:

Jack Vasquez

(314) 539-7944
(314) 539-7894
(314) 539-7803
lloyd.vasquez@eeoc.gov

Phone
Fax
TTY
Email

TECHNICAL ASSISTANCE PROGRAM SEMINAR
Oklahoma City, OK
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...Learn from the Experts

7:45 a.m. Registration

8:30 a.m. Welcome & Introduction (Rodney Klein, Outreach and Training Manager, Dallas District Office & Lloyd J. Vasquez, Jr., Acting Supervisory Administrative Judge, St. Louis District Office)

8:45 a.m. New EEOC Initiatives (James R. Neely Jr., Director, St. Louis District Office)

The Director of the EEOC's St. Louis District will discuss the EEOC's efforts in Oklahoma and the latest initiatives coming from the Commission which will affect your organization.

9:00 a.m. Where Immigration Compliance Ends and National Origin Discrimination Begins (Donald Stevens, Director, Oklahoma City Area Office)

With a tough, new immigration law facing employers in Oklahoma, it's time to take a closer look at Title VII and EEOC guidance on national origin discrimination.

10:15 a.m. Break

10:30 a.m. How to Respond to a Complaint of Discrimination: Panel Discussion (James R. Neely Jr., Director, St. Louis District Office, Michael C. Fetzer, Director, Dallas District Office; David W. Lee, Attorney, Lee & Gooch, P.C.)

Hear two directors from the EEOC, and a local attorney, discuss how employers should respond to complaints of discrimination. This is a rare opportunity to learn the right and wrong ways to respond from such a distinguished and experienced panel.

11:45 a.m. Lunch and Networking

12:45 p.m. Implicit Bias (Michael C. Fetzer, Director, Dallas District Office)

The Director of the EEOC's Dallas District will discuss unconscious bias and how it may be negatively influencing employment decisions.

1:00 p.m. Retaliation (Rodney Klein, Outreach and Training Manager, Dallas District Office)

The number of retaliation complaints received by the EEOC has tripled in the past fifteen years and the courts are still reverberating from the Burlington Northern Santa Fe Railway decision. Find out how the EEOC looks at this important topic.

AFTERNOON WORKSHOPS

- A -

2:00 p.m. Private Sector Case Law Update
(Michele Robertson, Trial Attorney, Oklahoma City Area Office)

- B -

Federal Sector Case Law Update
(Lloyd J. Vasquez, Jr., Acting Supervisory Administrative Judge, St. Louis EEOC Office)

3:00 p.m. Break

- C -

3:15 p.m. Nooses, Nasty Nouns and Nefarious Workplaces (Federal and Private Sector)
(Lloyd J. Vasquez, Jr., Acting Supervisory Administrative Judge)

- D -

USERRA
(Donald Watson, U.S. Dept of Labor, Dallas)

Workplaces can get nasty. Find out how to take steam out of issues before you get burned.

A very timely topic. What you need to know about the soldiers you employ.



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Enroll me in the Oklahoma City, OK seminar on June 4, 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) _____ (3 or 4 non-embossed digits near the signature block of the card)

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 - Email 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 Investigator, Counselor, Staff
- EEO Director, Manager, Supervisor
- HR Director, Manager, Supervisor
- HR Staff
- Non-HR Director, Manager, Supervisor
- President, CEO, Owner
- Union Representative
- Other _____

How did you learn about this seminar?

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