

**WASHINGTON FIELD OFFICE  
presents**



**EEOC**  
Training Institute  
*...Learn from the Experts*

# 2010 Advanced EEO Workshop Series

U.S. Equal Employment Opportunity Commission



Thursday, September, 30, 2010 (A.M.)

## Strategies for Recognizing, Preventing, Responding to and Resolving Discrimination and Harassment Complaints

Thursday, September 30, 2010 (P.M.)

## The Genetic Information Nondiscrimination Act of 2008: Intersections with the ADA, Compliance Challenges and Practical Implications for Employers

- ◆ CHOOSE FROM 2 WORKSHOPS OR ATTEND BOTH AND GET LUNCH!
- ◆ GREAT FOR BUSY PROFESSIONALS!
- ◆ WORKSHOP FEE STILL \$175!
- ◆ FOR FEDERAL EMPLOYEES - A WEBINAR ON INSIDER TIPS

### QUESTIONS?

Contact:

B. Andrea Okwesa

Washington Field Office

Tel (202) 419-0729

Fax (202) 419-0701

TTY (202) 419-0702

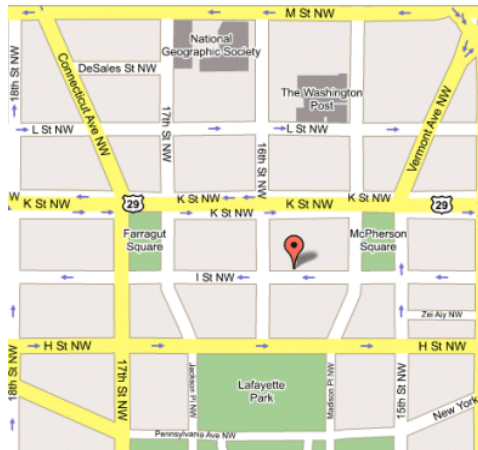
bronwen.okwesa@eoc.gov

For questions about the webinar,

contact: Steven Aronberg:

Tel: 202-663-7037

steven.aronberg@eoc.gov



LOCATION (  
ASAE & The Center for  
Association Leadership  
I Street Conference Center  
(Lobby Level)  
1575 I Street, NW  
Washington, DC 20005

**PLEASE BRING COPY OF  
REGISTRATION CONFIRMATION**

**Federal Employees!! Register online for the Upcoming Webinar:  
Federal Sector Hearings: Insider Tips for Litigating Before an EEOC  
Administrative Judge**

**Sponsored by the Washington Field Office, on Tuesday, September 21,  
2010 at 1:00 p.m. EDT; 12:00 Noon CDT; 11:00 a.m. MDT; 10:00 a.m. PDT**

# EEOC WASHINGTON FIELD OFFICE 2010 ADVANCED EEO WORKSHOP SERIES

**WORKSHOP 1: THURSDAY, SEPTEMBER 30, 2010; 9:00 A.M. — 12:00 P.M.**

**Cheryl Mabry-Thomas**  
Acting Deputy Director  
Washington Field Office  
EEOC

## **Strategies for Recognizing, Preventing, Responding to and Resolving Discrimination and Harassment Complaints**

### **Participants will:**

- ◇ Learn what specifically constitutes a complaint of discrimination or harassment.
- ◇ Gain skills and techniques for recognizing, responding to and resolving discrimination and/or harassment complaints.

**WORKSHOP 2: Thursday, September 30, 2010; 1:00 — 4:00 P.M.**

**Christopher J. Kuczynski,**  
Assistant Legal Counsel and  
Director of the ADA/GINA Policy  
Division  
EEOC

## **The Genetic Information Nondiscrimination Act of 2008: Intersections with the ADA, Compliance Challenges and Practical Implications for Employers**

### **Participants will:**

- ◇ Obtain answers to common questions about GINA.
- ◇ Understand the fundamentals of GINA's employment protections, and its sometimes complex relationship with the ADA & Section 501 of the Rehabilitation Act of 1973.

**FEDERAL SECTOR WEBINAR: Tuesday, September 21st**

1:00 P.M. EDT      11:00 A.M. MDT  
12:00 Noon CDT    10:00 A.M. PDT

**Gladys O. Collazo**  
Supervisory Administrative  
Judge  
Washington Field Office  
EEOC

## **Federal Sector Hearings: Insider Tips for Litigating Before an EEOC Administrative Judge**

### **Participants will:**

- ◇ Gain an understanding of the Hearings process, from the Acknowledgment Order to the Hearing, from the perspective of the Administrative Judge.
- ◇ Obtain useful tips from litigating attorneys.
- ◇ Receive clear and precise answers to their perplexing litigation questions.

## WORKSHOP REGISTRATION POLICIES

Payment must accompany registration. Payment by credit card is preferred. State & local attendees paying by purchase order need to provide a copy of the purchase order, billing address and instructions, and the agency's tax ID number. Also provide the name and address of a POC for questions re: purchase order. If you need to pay by Federal government purchase order, please call 1.866.446.0940 for special registration procedures. *EEOC Tax ID Number: 52-0812909*

### Registration

For immediate confirmation, register **online** using a credit card or electronic check at: [www.eeotraining.eeoc.gov](http://www.eeotraining.eeoc.gov) or **mail** your registration application and payment to:

**EEOC Training Institute**  
P.O. Box 7580  
Arlington, VA 22207-0580

or fax your registration with credit card payment to:

**518.615.8422**

Space is limited - register early, preferably at least 14 days in advance of a workshop. Registration is subject to availability.

Questions about registration? Call:

Toll free, 866.446.0940 (800.828.1120 TTY) or send an email to: [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov)

### Confirmation

Registrants will receive written email confirmation upon receipt of registration application and fee. **Please bring a copy to the workshop.**

### Cancellations/No Show Policy

Cancellations received more than 7 business days prior to the workshop 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 workshop. Walk-ins need proof of payment to attend.

### Reasonable Accommodation Requests

Please describe your accommodation needs, due to a disability, on the registration application and we will respond to you.

## Workshop Schedule (A.M.)

7:30 a.m. Registration

8:30 a.m. Program Begins

12 noon Program Ends

## WHAT ARE ADVANCED EEO WORKSHOPS?

- Focused, in-depth sessions on cutting-edge EEO issues for federal, private, state and local government professionals
- Presentations by EEOC and other subject-matter experts
- Engaging, interactive training sessions, structured around cases, scenarios and exercises, to enhance your learning experience
- Continental breakfast and refreshments; lunch served to participants attending both workshops!

## WHAT WILL PARTICIPANTS GAIN?

- ◇ High-quality, cost-effective EEO training
- ◇ Legal and regulatory updates
- ◇ Improved effectiveness in handling employee complaints and concerns
- ◇ Practical advice and strategies to apply to real-world scenarios
- ◇ Comprehensive workbook with slide presentation and detailed course notes
- ◇ Human Resource Certification Institute (HRCI) and Continuing Legal Education (CLE) credits, upon request
- ◇ Professional networking opportunity

## Workshop Schedule (P.M.)

12:30 p.m. Registration

1:00 p.m. Program Begins

4:30 p.m. Program Ends

### Credits

Recertification credits from Human Resource Certification Institute (HRCI) and Continuing Legal Education Credits (CLE) will be sought upon request.

# U.S. Equal Employment Opportunity Commission

## EEOC WASHINGTON FIELD OFFICE 2010 ADVANCED EEO WORKSHOP SERIES

## REGISTRATION FORM

First Name \_\_\_\_\_ MI \_\_\_\_ Last \_\_\_\_\_

Title \_\_\_\_\_

Agency/Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Business Telephone ( ) \_\_\_\_\_ ( if TTY, please check)

Fax No. ( ) \_\_\_\_\_ Agency Tax ID No. \_\_\_\_\_

Do you require a reasonable accommodation to attend this workshop?

No.  Yes (If yes, describe accommodation needed:)

### PAYMENT

I plan to attend: My payment total is: (check one)

one workshop .....  \$175

two workshops .....  \$350

Credit Card  MasterCard  Visa  American Express  Discover

Account # \_\_\_\_\_ Exp Date \_\_\_\_\_

Cardholder Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Cardholder address \_\_\_\_\_

Security Code \_\_\_\_\_ (3 or 4 non-embossed digits near the signature block)

Check Payable to EEOC Training Institute

State and Local Government Purchase Order

Billing Name and Address \_\_\_\_\_

POC Name & Contact Info \_\_\_\_\_

If you need to register by Federal Purchase Order, please call 1.866.446.0940 or send an email to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov) for special registration instructions. By registering for a Training Institute event, you agree to all applicable Institute policies.

**WEBINAR REGISTRATION - Fee- \$199 - Webinar registration is online only. Go to [www.eeotraining.eeoc.gov](http://www.eeotraining.eeoc.gov) and click on the webinar tab. Only credit card payment or electronic check is accepted.**

Please select the workshop(s) you wish to attend:

**Thursday, September 30, 2010 (a.m.)**

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How did you learn about these workshops?

- Brochure  Email  
 EEOC event  Newspaper/Newsletter  
 Colleague  Website/Internet  
 Professional Org.  SHRM  
 Other \_\_\_\_\_

Your Employer

- Fed Gov't  
 State/Local Gov't  
 Private Employer

Your Position Category:

- Attorney  
 EEO Director, Manager, Supv  
 EEO Professional (Investigator, Counselor, Specialist)  
 HR Director, Manager, Supv  
 Other Director, Manager, Supv  
 HR Professional/Staff  
 Mediator/ADR Staff  Owner, CEO  
 Union Rep  Other \_\_\_\_\_

Have you ever attended an EEOC-sponsored course, seminar or conference in the last 5 years?  Yes  No

**What attendees have said about our Advanced EEO Workshops :**

*"Articulate, organized and very engaging speakers."*

*"Plenty of real-life examples that I can apply in the work setting."*

*"We worked through a lot of concepts in a mere 3 ½ hours!"*