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WASHINGTON FIELD OFFICE  
presents



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

# 2009 Advanced EEO Workshop Series

U.S. Equal Employment Opportunity Commission



- ◆ CHOOSE FROM 5 DIFFERENT WORKSHOPS OR ATTEND ALL 5!
- ◆ CONVENIENT 1/2 DAY FORMAT FOR BUSY PROFESSIONALS
- ◆ WORKSHOP FEE: \$175

## REGISTER NOW!

### QUESTIONS?

Contact:

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Washington Field Office  
Tel (202) 419-0729  
Fax (202) 419-0701  
TTY (202) 419-0702  
bronwen.okwesa@eeoc.gov

Thursday, May 21, 2009 (A.M.)

### Challenges in EEO Complaint Processing

Thursday, May 21, 2009 (P.M.)

### Litigating before an Administrative Judge: The Acknowledgment Order, the Pre-Hearing Conference and the Hearing

Thursday, June 25, 2009

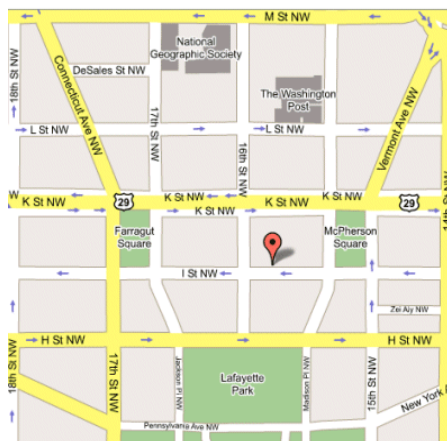
### Race & Color Anti-Harassment Do's and Don't's

Thursday, Sep 10, 2009 (A.M.)

### Retaliation: Just Don't Do It!

Thursday, Sep 10, 2009 (P.M.)

### Religion and the Workplace



### WORKSHOP LOCATION

**ASAE & The Center for  
Association Leadership  
I Street Conference Center  
(Lobby Level)  
1575 I (Eye) Street, NW  
Washington, DC 20005  
Picture ID required.**

**WORKSHOP 1 — Thursday, May 21, 2009, 8:30 a.m. - 12 noon**

**PRESENTER**

**Joel A. Kravetz**

EEOC Administrative Judge  
Washington Field Office

**Challenges in EEO Complaint Processing**

- ◇ How to handle challenging issues regarding amendments and consolidation, including "spin-off" and hostile work environment claims.
- ◇ How to determine if someone is a government employee or an independent contractor and how to process these complaints.

**Please note: on May 21 and September 10 we will have both a morning and an afternoon workshop**

**WORKSHOP 2 — Thursday, May 21, 2009, 1:00 p.m. - 4:30 p.m.**

**PRESENTERS**

**Gladys O. Collazo**

EEOC Supervisory  
Administrative Judge

**Richard W. Furcolo**

and

**Richard E. Schneider**

Administrative Judges  
Washington Field Office

**Litigating before an Administrative Judge: The Acknowledgment Order, the Pre-Hearing Conference and the Hearing**

- ◇ Acknowledgment Orders and WFO's SOPs
- ◇ Discovery and motions
- ◇ Settlement and ADR
- ◇ Evidence and objections
- ◇ Opening statements and closing arguments
- ◇ Your questions

**WORKSHOP 3** — Thursday, June 25, 2009, 8:30 am - 12 noon

**PRESENTERS**

**Joel A. Kravetz**

EEOC Administrative Judge  
Washington Field Office

**Mark J. Maxin**

Special Counsel for Federal Labor  
Employment and Civil Rights, US Nuclear  
Regulatory Commission

## **Race & Color Harassment Do's & Dont's**

- ◇ Identifying and preventing racial harassment in the federal workplace.
- ◇ Insight into the Commission's E-RACE initiative.
- ◇ Creating an effective policy to prevent and correct harassment.

**WORKSHOP 4** — Thursday, September 10, 2009, 8:30 a.m. - 12 noon

**PRESENTER**

**Tracy Hudson Spicer**

Supervisory Trial Attorney  
Washington Field Office

- ◇ **Retaliation: Just Don't Do It!**
- ◇
- ◇ Understanding the 3 Essential Elements of Retaliation
- ◇ Discussion of Emerging Issues in the Law
- ◇ Prevention... Prevention... Prevention.

**WORKSHOP 5** — Thursday, September 10, 2009, 1:00 - 4:30 p.m.

**PRESENTER**

**Andrew W. Culbertson**

EEOC Supervisory  
Administrative Judge  
Washington Field Office

## **Religion and the Workplace**

- ◇ What constitutes a sincerely-held religious belief?
- ◇ Are there limits on employees' rights to express their religious views in the workplace?
- ◇ How far must an employer go to accommodate an individual's religious beliefs?

## REGISTRATION POLICIES

Payment must accompany registration. Payment by credit card is preferred. If paying by federal government purchase order or SF182 Training Form, you must provide a copy of purchase order or SF182, the purchase order number, your agency's 9 digit tax identification number, and your agency's 8 digit Agency Location Code. Military agency attendees need to provide the same information except ALC number is not required. State and local attendees paying by purchase order need to provide a copy of the purchase order, billing address and instructions, and the agency tax ID number. Also provide the name and phone number of a contact person for questions re: purchase order. *EEOC Tax ID Number: 52-0812909*

**Registration** - There are three ways to register.

For immediate confirmation, register [online](#) using a credit card or electronic check at

[www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov)

[Mail](#) your registration application and payment to:  
U.S. Equal Employment Opportunity Commission  
Training Institute  
P.O. Box 7580  
Arlington, VA 22207

[Fax](#) your registration with credit card payment to  
518.615.8422.

Questions about registration? Call 1.866.446.0940  
(TTY# 1.800.828.1120) or email

[eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov)

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

### Confirmation

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

### Cancellations/No Show Policy

Cancellations received more than 14 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. Registrants are allowed one transfer to another 2009 workshop at no fee. Walkins 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 contact you.

## Workshop Schedule (A.M.)

7:30 a.m. Registration

8:30 a.m. Program Begins

12 noon Program Ends

- **Focused, in-depth sessions on current topics in EEO for federal and non-federal audiences.**
- **Presentations by EEOC and other EEO and legal experts.**
- **Limited class size, to enhance your learning experience.**
- **A.M. workshops offer a continental breakfast, fresh fruit, and an assortment of beverages. P.M. workshops include snacks &**

## Workshop Schedule (P.M.)

12:30 p.m. Registration

1:00 p.m. Program Begins

4:30 p.m. Program Ends

### Credits

Continuing Legal Education Credits (CLE) will be sought upon request. HRCI recertification credits available upon request to HRCI by attendee.

EEOC WASHINGTON FIELD OFFICE 2009
ADVANCED EEO WORKSHOPS SERIES

REGISTRATION FORM

Please select the workshops you wish to attend:

Person Filling out Form (if different from attendee)

Name \_\_\_\_\_

Email \_\_\_\_\_

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:)

- Thurs, May 21 (a.m.) Challenges in EEO Complaint Processing
Thurs, May 21 (p.m.) Litigating before an Administrative Judge
Thurs, June 25 (a.m.) Race & Color Harassment Do's & Don'ts
Thurs, Sep 10 (a.m.) Retaliation: Just Don't Do It!
Thurs, Sep 10 (p.m.) Religion & the Workplace

How did you learn about these workshops?

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

Your Position Category:

- Attorney
EEO Director, Manager, Supv
EEO Investigator, Counselor
EEO Specialist
HR Director, Manager, Supv
HR Staff
Mediator/ADR
Other Manager, Supervisor
President, CEO, Owner
Union Representative
Other

Employees at your facility?

- Less than 500
500-999
1,000-14,999
More than 15,000

PAYMENT - My payment total is: (check one)

- one workshop \$175 four workshops \$700
two workshops \$350 five workshops \$875
three workshops \$525

Credit Card MasterCard Visa American Express Discover

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

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

Signature \_\_\_\_\_

Cardholder Email Address \_\_\_\_\_

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

Check Payable to EEOC Training Institute

Government Purchase Order

Type of Govt Purchase Order - (Attached) SF182 OF341 State/Local

8 digit Agency Location Code (ALC) (Required for FED)

Billing Name & Address \_\_\_\_\_

PO Contact Name and Phone/Email \_\_\_\_\_

By registering for a Training Institute event or ordering a product, you agree to all applicable Institute policies.

Have you attended an EEOC sponsored course, seminar or conference in the last 5 years?

Yes or No

# WHAT IS THE WASHINGTON FIELD OFFICE'S ADVANCED EEO WORKSHOP SERIES?

*"Informative and thought-provoking."*

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

*"Excellent review of subject matter."*

*"Articulate, organized and a very engaging speaker."*



*"Plenty of real-life examples."*

*"Excellent format. I could commit to ½ day's training and still meet demands of work duties and responsibilities."*

*Launched in Spring 2007, these intensive senior-level half-day (3½ hrs) workshops highlight key developments in the EEO complaint process.*

## 2009 ADVANCED EEO WORKSHOP SERIES

### 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 opportunities

### WHO SHOULD ATTEND?

- EEO, HR & Legal Professionals in both public & private sectors, including:
- ◇ EEO Specialists, Counselors & Investigators
  - ◇ Attorneys
  - ◇ Civil Rights Officers
  - ◇ Mediators & other ADR Specialists
  - ◇ Labor & Employee Relations Specialists
  - ◇ Human Resources & Personnel Specialists
  - ◇ Inspectors General