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**Wednesday  
July 31, 2013**

2013 SEMINAR LOCATION

**HILTON HOUSTON WESTCHASE**  
**9999 WESTHEIMER**  
**HOUSTON, TEXAS 77042**  
**(713) 974-1000**  
[www.westchase.hilton.com](http://www.westchase.hilton.com)

**ENHANCE YOUR EEO KNOWLEDGE** at the **2013 EEOC Houston Training Institute Seminar**. This informative seminar, sponsored by the **EEOC Houston District Office**, will be held at the Hilton Houston Westchase.



## **2013 EEOC HOUSTON SEMINAR**

**U.S. Equal Employment Opportunity Commission**

### **COME TO THE SOURCE!**

Join EEOC for a one-day seminar on the latest developments in EEO law and best practices — from the experts who enforce the law.

Questions about the seminar?

Contact:

**Joe Bontke**

*EEOC Houston Office*

**(713) 651-4994 OFFICE**

**(713) 907-2855 CELL**

**(713) 651-4902 FAX**

**[joe.bontke@eeoc.gov](mailto:joe.bontke@eeoc.gov)**



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

*Seminar includes  
a CD-ROM of 2000+ pages,  
a complete EEO LIBRARY*

# EEOC Houston Seminar

Wednesday, July 31, 2013

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

## Top 5 Reasons to Attend TAPS

- Avoid Common Pitfalls and Mistakes
- Learn Best Practices
- Prepare for tough HR decisions
- Meet the people who enforce the laws
- Improve your company's bottom line

## Hotel Arrangements

*Registrants are responsible for their own hotel and travel arrangements.*

## Who Should Attend?

- Human Resources
- Managers and Staff
- EEO Managers and Staff
- Attorneys
- Managers & Supervisors
- State and Local Officials
- Federal EEO Staff [approved for Federal EEO Refresher credit]
- Union Representatives

## TRAINING INSTITUTE POLICIES - EVENT NO. 13THOU01

**PAYMENT — \$349** Fee includes seminar, lunch and refreshments at breaks, and an eight-volume EEO library on CD. **PAYMENT MUST ACCOMPANY REGISTRATION.** *EEOC Tax ID Number: 52-0812909*

### GET A DISCOUNT PRICE of \$319 by:

1) registering on-line with a credit card or electronic check payment, or 2) registering early by mail or FAX. Check or credit card payment information **must** be received 30 days before the seminar and credit card registrations received after June 30, 2013 will be charged \$349. **NOTE:** All credit card charges will be listed as EEOC Training Institute on your statement.

**PAYING BY GOVERNMENT PURCHASE ORDER** *Please note: This type of payment is not eligible for the Early Bird discount.*

**State and Local Government Registrants:** In order to be confirmed submit a copy of the purchase order, purchase order number, billing name, and address and instructions, and agency tax ID number. For all POs, please provide the name, phone number and email of a contact person for questions regarding purchase order and payment. "Purchase order number" could also be a requisition or document number, as appropriate.

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You may also **MAIL** your registration application with payment to **EEOC TRAINING INSTITUTE, REGISTRATION PROCESSING, 6501 RED HOOK PLAZA, SUITE 201, ST. THOMAS, VIRGIN ISLANDS 00802** OR **FAX** your registration with payment to 703.787.8090.

**QUESTIONS ABOUT REGISTRATION?** 1.866.446.0940; TTY# 1.800.828.1120; [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov)

**CONFIRMATION —** Registrants will receive written email or fax confirmation upon receipt of a complete registration application and payment. Space is limited, so register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space-available basis. Confirmation email should be brought to the event.

### CANCELLATIONS, REFUNDS, NO SHOWS

Cancellations received more than 7 business days prior to 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.

**REASONABLE ACCOMMODATION REQUESTS —** If you need an accommodation, please note it on the registration form and we will contact you.

## AGENDA



## Schedule

- Registration - 7:30am
- Start - 8:00 am
- Continental Breakfast,  
Lunch provided
- Adjourn - 4:00pm

- **LET EEOC BE  
YOUR TRAINER**

Experienced EEOC staff will come on-site and provide training on popular EEO topics such as harassment or an overview of EEO. For more information, contact:  
**Joe Bontke**  
Outreach Manager  
713-907-2855  
joe.bontke@eoc.gov

HRCI applied for. This seminar meets the yearly refresher requirement for Federal agency investigators.

**8:00 AM: Seminar Begins****State of the District & the EEOC Strategic Enforcement Plan**

*R. J. Ruff, Jr., District Director, EEOC Houston District Office*

Hear from the Director about the key issues the EEOC and the Houston District Office have been working on and will be looking at in the future.

**A look to the Future @ Emerging Issues**

*Martin Ebel, Deputy Director, EEOC Houston District Office*

As he looks into the crystal ball, you will want to know what he sees in this succinct overview of issues important to the Commission: wellness initiatives, gender stereotyping, social media, and new forms of retaliation and harassment, just to name a few.

*Mid Morning Break***Why Getting Even May Cost You**

*Rodney Klein, Education and Training Manager, EEOC Dallas District Office*

Retaliation claims are on the rise at the EEOC. Over one third of all the charges filed with us include retaliation allegations. Learn how to keep your managers and supervisors from getting a little revenge, while staying in compliance with the law.

**The Changing Face of the Texas Labor Market**

*Mick Normington, Business Specialist, Texas Workforce Commission*

The economic recovery is underway, but it is slow and uneven. Job growth has been slow but broad-based. In this session hear how demographic forces are putting a new twist on labor availability and in terms we can all understand.

*Noon: Networking Lunch***Katrina Grider Live!**

*Katrina Grider, Principal, Katrina Grider & Associates*

Combing the web, the courts and every nook and cranny she can peek into, Kat is preparing the latest and best information to keep ya'll out of trouble. Collecting your questions from the morning session, the "parking lot" flip chart and those questions Tweeted to @joebontke, this lively session is sure to delight, entertain and educate all in attendance.

*Mid-Afternoon Break***Break out room Federal Sector Update & Focused EEO Info FEDERAL AGENCIES ONLY**

A view from the bench. This two-hour session with the Houston District Administrative Judges is an opportunity to get answers on procedures, updates, and developments.

**Emerging Issues Seen in Today's Mediations**

*Jennifer Ortiz Prather, J.D., ADR Manager EEOC Houston District*

In many business decisions it is said "you can have it fast, cheap or good; pick two". The EEOC mediation option offers all three, and in this session our supervisory mediator will show you some of the techniques that people are using successfully when addressing mediation... Come and see for yourself.

**FMLA All New and Improved**

*Ana Arredondo & Nathan Barrow, Dept of Labor Wage and Hour Division*

In an effort to address this continuing compliance challenge, we have brought the Department of Labor to you. Recent changes expands the military family leave provisions and incorporate a special eligibility provision for airline flight crew employees, as well as making some regulatory changes. This session will provide an overview of the changes to the FMLA regulations made by the Final Rule which became effective on March 8, 2013.

**4:00 PM: Hand in evaluation, pick up CD and certificate, adjourn**

Please print and use a separate form for each attendee.



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ST. THOMAS, VIRGIN ISLANDS 00802
- **FAX to 703.787.8090**



**Directions to SEMINAR LOCATION— Hilton Westchase**  
9999 Westheimer Rd, Houston  
Exit the Sam Houston Tollway (Beltway 8) at Westheimer and go east 1/2 mile to the Hilton Houston Westchase.



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

First Name \_\_\_\_\_ MI \_\_\_\_ Last Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Organization \_\_\_\_\_ Suborg \_\_\_\_\_  
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 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 program?  Yes Describe accommodation requested or special diet needed.

**AMOUNT OF PAYMENT:** \$349 Discount price of \$319 available for online registrations up until the day before the seminar and for mailed checks or mailed/faxed credit card payment registrations received 30 days before the event. Faxed/mailed credit card registrations received after June 30, 2013 will be charged \$349.

**Credit Card**  MasterCard  Visa  American Express  Discover  
 Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_  
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 Signature \_\_\_\_\_ Card Security Code \_\_\_\_\_  
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**Check Payable to EEOC Training Institute**  
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 State and Local PO will be paid by  Check  Credit Card (provide information above)  
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Name/Phone #/Email of Billing Contact \_\_\_\_\_

We only accept federal purchase orders for over \$2,500. Please call us at 866.446.0940 or send an email to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov) for special registration form and procedures.

Person filling out this form (if different than registrant)  
 Name \_\_\_\_\_  
 Email \_\_\_\_\_

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

**# Employees at Your Facility:**

- Under 50
- 50-99
- 100-249
- 250-499
- 500-999
- 1,000+

**Your Organization's Business Type:**

- Federal Gov't
- State/Local Gov't
- Private

**Your Position Category:**

- Attorney  EEO Director, Manager, Supervisor
- EEO Professional (Investigator, Counselor, Specialist)
- HR Director, Manager, Supervisor  HR Staff
- Mediator, ADR  Other Manager, Supervisor
- President, CEO, Owner  Union Representative
- Other \_\_\_\_\_

**How did you learn about our seminar?**

- Brochure in mail  Email  Colleague
- Website/Internet  Newspaper/Radio Ad
- Professional Organization  SHRM  EEOC event
- Other \_\_\_\_\_