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**Monday
June 17,
2013**

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ENHANCE YOUR EEO KNOWLEDGE
at the 2013 EEOC Technical Assistance Seminar
at
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This informative seminar is hosted by the
EEOC San Antonio Field Office.



EEOC SAN ANTONIO SEMINAR

U.S. Equal Employment Opportunity Commission

Don't miss this
great opportunity!
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Event Code 13TDAL02

Training You Can't Afford to Miss!

Join EEOC at this seminar for the latest developments in EEO law and best practices—from the experts who enforce the law.

Questions about the seminar?

Contact Rodney Klein
EEOC Dallas District Office
(210) 281-7666
(210) 281-7606 FAX
(210) 281-7610 TTY
rodney.klein@eeoc.gov



EEOC
Training Institute
...Learn from the Experts

Monday, June 17, 2013

EEOC San Antonio Seminar

Top 5 Reasons to Attend

- Avoid common pitfalls and mistakes
- Learn best practices
- Prepare for tough HR decisions
- Meet the people who enforce the laws
- Get updates on the latest changes to EEO Laws and regulations

Hotel Arrangements

Registrants are responsible for their own hotel arrangements.

Who Should Attend?

- Human Resources
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Federal EEO Staff
- Union Representatives

Training Institute Policies - Training Event 13TDAL02

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 May 17, 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 should provide a copy of the purchase order number, billing name, address and instructions, and their agency tax ID number. "Purchase order number" could also be a requisition or document number, as appropriate. Please provide the name and phone number of a contact person for questions regarding the purchase order and payment.

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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

CONFIRMATION — Registrants will receive written email or fax confirmation upon receipt of a complete registration application and payment. Confirmation email should be brought to the event. 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.

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 San Antonio EEOC Seminar Monday, June 17, 2013



Schedule

- Registration—7:30 am
- Start—8:15 am
- Lunch provided
- End—4:15 pm

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: Rodney Klein, Training Coordinator
(210) 281-7666
(210) 281-7610 TTY
rodney.klein@eEOC.gov

8:15 a.m. Welcome

8:30 a.m. Emerging Issues in EEO

Joe Bontke, Outreach and Education Manager, Houston District, EEOC

Houston District Outreach Manager Joe Bontke will look into the EEOC's crystal ball and offer a succinct overview of issues important to the Commission. He will discuss worksite wellness initiatives, gender stereotyping, social media, and new forms of retaliation and harassment. Learn why the EEOC is concerned about these issues and what they may mean for current and future EEOC enforcement activities.

9:30 a.m. Social Media and Employment Issues

Donna L. Harper, Attorney at Law, Sedey Harper, P.C.

Technology seems to change every day. It is difficult to keep up with, and even harder to understand, the effect social media has on how people interact in the workplace. In this session attorney Donna Harper will give you a short foray into the realities and risks surrounding the use, and misuse, of social media in the employment context.

10:45 a.m. Case Law Update

John Schmelzer, Attorney Advisor, Office of Field Programs, EEOC, Washington D.C.

What have the courts been up to this past year and how will it influence your personnel decisions? EEOC Attorney Advisor John Schmelzer will take you through the relevant court cases for the past year and explain why they are important to you.

11:45 a.m. Lunch and Networking

1:00 p.m. The Changing Face of the Texas Labor Market

Richard Froeschle, Director, Labor Market and Career Information, Texas Workforce Commission

There is a changing face to the Texas labor market. The economic recovery is underway, but it is slow and uneven. Overall job growth has been slow but broad based, driven by the oil and gas sector and population increases; especially in the major Texas metro areas. Government policy uncertainty and a weak global economy have dampened the recovery, slowing consumer demand and business investment. Demographic forces are putting a new twist on labor availability. An increasingly global economy is creating innumerable opportunities in the U.S. for those with the skills to take advantage of them.

2:00 p.m. Panel Discussion: Strategies for Dealing with the Toughest EEO Situations (Part I) - Debra Moser-Finney, Outreach and Education Manager, EEOC Memphis District, *Chris A. Scherer*, Principal, Law Office of Chris A. Scherer, *Kevin Prescott*, Principal, Sharbeck HR Consulting

Let's talk about the tough EEO issues—those issues that not only test your understanding of the law but also demand tact, common sense and a proactive strategy for working through them with staff and supervisors. What do you do when Mary, a transgender employee, requests to use the women's restroom, or when employee Bob requests intermittent leave as a reasonable accommodation for a disability while supervisor Jane wants to fire him for missing work, or when supervisor Sue wants to discipline employee Steve one day after he makes an EEO complaint, or when client Sam tells you he doesn't want women from your company at his job site, or when employee Carol files a sexual harassment complaint against the president of the company and you are asked to investigate? Hear what this esteemed panel has to say about these tough issues and more.

3:15 p.m. Panel Discussion: Strategies for Dealing with the Toughest EEO Situations (Part II)

One hour is just not enough time for this panel to cover all the tough issues, so they will pick up in this second hour where they left off at the end of the first. Kevin Prescott, Debra Moser-Finney and Chris Scherer will talk about the law and practical strategies for navigating your organization through these difficult issues with common sense, a sense of humor and a lot of good will.

4:15 p.m. Adjourn

Credits: This seminar meets the yearly requirement for refresher training for federal agency EEO Investigators. Human Resource Certification Institute (HRCI) Re-Certification Credits have been requested.

EEOC San Antonio Seminar June 17, 2013

(Event Code 13TDAL02)

Please print and use a separate form for each attendee.



• **ONLINE**

www.eeotraining.eeoc.gov

• **MAIL**

EEOC TRAINING INSTITUTE

REGISTRATION PROCESSING

6501 RED HOOK PLAZA, SUITE 201

ST. THOMAS, VIRGIN ISLANDS 00802

• **FAX to 703.787.8090**

QUICK SURVEY....

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
- 1000+

Your Organization's Business

Type:

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

Your Position Category:

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

How did you learn about our seminar?

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

Person filling out this form (if different than registrant)

Name _____ Tel. # _____

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Organization _____ Suborg _____

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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 May 17, 2013 will be charged \$349.**

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