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**Monday
August 18,
2014**

SEMINAR LOCATION

HILTON HOUSTON WESTCHASE

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HOUSTON, TEXAS 77042

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ENHANCE YOUR EEO KNOWLEDGE at the **2014 EEOC Houston Training Institute Seminar**. This informative seminar, sponsored by the EEOC Houston District Office, will be held at the Hilton Houston Westchase.



EEOC HOUSTON SEMINAR

U.S. Equal Employment Opportunity Commission

TRAINING YOU CAN'T AFFORD TO MISS!

Join EEOC for the best in EEO training from the experts who enforce the law.

Questions about the seminar?

Contact:

Joe Bontke

(713)651-4994

joe.bontke@eeoc.gov

Contact:

Janet Saindon

(713)651-4961

janet.saindon@eeoc.gov



EEOC
Training Institute
...Learn from the Experts

Monday, August 18, 2014

EEOC Houston Seminar

www.eetraining.eeoc.gov

Top 5 Reasons to Attend an EEOC Seminar

- Get Updates on the Latest Changes to EEO Laws and Regulations
- Avoid Common Pitfalls and Mistakes
- Learn Best Practices
- Prepare for Tough HR Decisions
- Meet the People who Enforce the Laws

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
- Union Officials
- Federal EEO Staff (seminar approved for EEO Investigator Refresher credit)

Training Institute Policies - Training Event 14THOU01

PAYMENT — \$349 Fee includes seminar, lunch; refreshments during 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 up to the day before the seminar, or
2) registering early by mail or FAX. Check or faxed credit card payment information must be received before July 18, 2014 for early bird discount. Check or faxed credit card registrations received after July 18, 2014, 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, 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.

Federal Government Registrants: We only accept federal purchase orders over \$2,500. Please contact our customer service staff at (202)663-7210 or send an email to eeoc.traininginstitute@eeoc.gov for more information.

REGISTRATION — Register at www.eetraining.eeoc.gov. Credit card and electronic bank check registrations will receive immediate confirmation. *EEOC Tax ID Number: 52-0812909*

You may also **MAIL** your registration application with payment to **EEOC TRAINING INSTITUTE, 131 M STREET, NE, SUITE 5NE31J, WASHINGTON, DC 20507** OR **FAX** your registration with payment to (202)663-7014.

QUESTIONS ABOUT REGISTRATION? (202)663-7210; 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. 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 10 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 HOUSTON EEOC SEMINAR Monday, August 18, 2014



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 to your worksite and provide training on popular EEO topics such as harassment or an overview of EEO. For more information, contact:
Joe Bontke
Outreach Manager
(713)651-4994
joe.bontke@eEOC.gov

8:15 am	State of the District and the EEOC <i>R. J. Ruff, Jr., District Director, EEOC Houston District Office</i> Attendees will 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.
8:30 am	Now for the Rest of the Story: Get the Facts behind Those Sensational Headlines in this Case Law Update Many EEOC lawsuits are making national headlines, but you can't always believe what you read in the headlines. Get the inside story on the EEOC's recent litigation efforts from EEOC's <i>Houston Deputy Director Marty Ebel</i> and what it means for you.
9:30 am	Secrets to a Successful Mediation at the EEOC Hear from <i>ADR Coordinator Jennifer Ortiz Prather</i> and other ADR experts as they present their experience and insight on how participants can best prepare for and conduct themselves at mediation, in order to produce the best result possible. While there is no guarantee of a resolution, by simply using a few of these strategies you may improve your mediation success rate and reduce the need for an investigation or litigation by the EEOC.
10:45 am	Harold v. Harriett: Recognizing Gender Expectations at Work <i>EEOC Investigator Nelly Tamez</i> will present a discussion of implicit bias with relation to women and men; stereotypes; glass ceiling issues and why we are so interested in the issue of equal pay and what it means for you.
11:45 am	Lunch and Networking
1:00 pm	Reasonable Accommodations under the ADA <i>Dallas District Outreach and Education Manager Rodney Klein</i> will conduct a succinct walk through the interactive process and you will learn how to address disability accommodation issues in your workplace.
2:00 pm	Ever Work in a Place Where People Don't Get Along? Harassment can sometimes feel like a pervasive problem in the workplace. The harder you try to keep it out, the more it is determined to surface. Learn from our expert, <i>EEOC Investigator DeAnna Brooks-Torres</i> , the best way to manage the risk associated with harassment issues and the conflicts at their core.
3:00 pm	Your Questions Answered @ Empty the Parking Lot At TAPS and many other training sessions we use the term "parking lot" when we wish to capture all questions you have and we may not necessarily have an answer to during a session or you do not want to ask the question yourself to the group. "Park" your questions on flipcharts in the room, or leave a note, use your cell to text messages to us, or leave anonymous post-it questions on the table, EEOC seminar host <i>Joe Bontke</i> and our panel of presenters will answer them all.
3:00 pm	Federal Sector Update (FEDERAL AGENCIES ONLY) A view from the bench with <i>Houston District Administrative Judges Claudine James and Erania Ebron</i> .
4:00 pm	Hand in evaluation, pick-up CD and certificate, adjourn

EEOC Houston Seminar August 18, 2014 (Event Code 14THOU01)

Please print and use a separate form for each attendee.

3 ways to register

• **ON-LINE - GET DISCOUNT PRICE**

www.eetraining.eeoc.gov
(payment by credit card and online check only)

• **MAIL**

EEOC TRAINING INSTITUTE
131 M STREET, NE
SUITE 5NE31J
WASHINGTON, DC 20507

• **FAX to (202)663-7014**

Parking

There is free parking at the hotel. [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 hotel is on the right



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

First Name _____ MI _____ Last Name _____
 Title _____
 Organization _____ Suborg _____
 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 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 check or mailed/faxed credit card payment registrations received by July 18, 2014. Faxed/mailed credit card registrations received after July 18, 2014 will be charged \$349.

Credit Card MasterCard Visa American Express Discover
 Account # _____ Expiration Date _____

Cardholder Name (please print) _____

Signature _____ Card Security Code _____

Cardholder Email address _____

Cardholder mailing address _____

Check Payable to EEOC Training Institute

State/Local Government Purchase Order (Attached) PO # _____

State and Local PO will be paid by Check Credit Card (provide information above)

Billing Organization Name & Address _____

Name/Phone #/Email of Billing Contact _____

We only accept federal purchase orders for over \$2,500. Please call us at 202.663.7210 or send an email to 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 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 _____

Your Organization's Business Type:

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

How did you learn about our seminar?

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