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**Thursday
August 6,
2015**

2015 SEMINAR LOCATION

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ENHANCE YOUR EEO KNOWLEDGE at the **2015 EEOC Dallas Training Institute Seminar**. This informative seminar, **sponsored by the EEOC Dallas District Office**, will be held at the Hilton Gardens Inn Dallas/Lewisville.



EEOC Dallas Seminar

U.S. Equal Employment Opportunity Commission

Special Track
**25 years of
the ADA**

GOING GREEN!

Participant materials will be available online and/or emailed prior to the day of the seminar.

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?

Rodney Klein

EEOC Dallas District Office

(210) 281-7666

(210) 281-7606 FAX

(210) 281-7610 TTY

rodney.klein@eeoc.gov

Event Code 15TDAL01



EEOC
Training Institute
...Learn from the Experts

EEOC Dallas Seminar

Thursday, August 6, 2015

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

CANCELLATIONS, REFUNDS, NO SHOWS

Cancellations received more than 14 calendar 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.

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 15TDAL01

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 \$329 by:

1) registering on-line with a credit card up to the day before the seminar, or 2) registering early, with payment, by mail or FAX by **July 6, 2015**. Check or faxed credit card registrations received after July 6, 2015 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.** To ensure your place in the class, submit purchase orders or Government training authorization forms at least three (3) weeks prior to the start of the class. Billings for registrations made by purchase order or Government training authorization form will take place immediately upon registration.

Federal and State and Local Government Registrants: Registrants may submit a government purchase order. For all purchase orders to be confirmed for a seminar, submit a copy of the purchase order, the purchase order number, billing name, address, and agency tax ID number. Also provide the name, phone number, and e-mail of a contact person for questions regarding the purchase order and payment. A purchase order number can also be a requisition or document number, as appropriate. **Pre-payment is required prior to training.**

Federal Government Registrants: Federal agencies must complete the EEOC's IAA prior to training. Visit the website www.eetraining.eeoc.gov to obtain a copy or contact our customer service staff at 703.291.0880 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.

You may also **MAIL** your registration application with payment to **EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, McLEAN, VA 22101** OR **FAX** your registration with payment to 518.615.8422.

REGISTRATION QUESTIONS? 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. 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.**

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

Agenda



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:
Rodney Klein
Education Mgr.
210-281-7666
rodney.klein@eoc.gov

8:15 a.m.
Welcome

8:30 a.m.
25 Years of the ADA

Joe Bontke, Outreach and Education Manager, EEOC, Houston District
Joe gives a unique perspective on his 25 years of service to people with disabilities and his efforts to educate employers about the law. How far have we come in 25 years and how much further do we need to go?

General Track

Legally Leading: The Business Case for Maintaining an Equal Employment Opportunity Culture

Christopher A. Antone, Attorney, Jackson Lewis
Want to increase productivity? Improve efficiency? Reduce tension, turnover and absenteeism? Then require first line supervisors to develop good management practices. Chris will show you how to do this.

9:30 a.m.

ADA Track

Who is Covered under the ADA?

Rodney Klein, Outreach and Education Manager, EEOC, Dallas District
The ADA starts with the question of who is covered under the Act. The ADA was amended to address this issue. Discover how much has changed in our understanding of how the law looks at disability and who is protected.

10:45 a.m.

Shades of Gray: How to Prevent, Identify and STOP Workplace Harassment

Terri Swain, Principal, The HR Consultant
Maintaining a culture of respect makes good business sense. In this session you will learn how the law looks at harassment issues in the workplace, and you will hear tips on how to investigate harassment complaints and avoid common compliance mistakes.

Accommodations A to Z: JAN as Your Resource

Anne E. Hirsh, Job Accommodation Network Co-Director

What is JAN and how can it help you through the reasonable accommodation process? Join a JAN consultant in this interactive session to discuss accommodation benefits and costs, the interactive process, and real life accommodation situations and solutions.

11:45 a.m.

Lunch and Networking

1:00 p.m.

Case Law Update

(Michael J. DePonte, Litigation Manager, Jackson Lewis)

What have the courts been up to this past year and how will it influence your personnel decisions? Attorney Michael J. DePonte will take you through the relevant court cases of the past year and explain why they are important to you.

2:00 p.m.

General Track

So You Want Me to Investigate What? (Investigating Workplace Discrimination)

(2 Hours)

Rodney Klein, Outreach and Education Manager, EEOC, Dallas District

People are always asking how to investigate a complaint of workplace discrimination. Well, here it is, a two hour workshop on how to investigate hiring, discipline and discharge complaints. This is a great session for those who are new to EEO investigations and are looking to get started on the right foot.

ADA Track

Reasonable Accommodation Issues

(2 Hours)

Michael Maslanka, Partner, FisherBroyles; Susan Motley, Disability Rights Texas; Debra Finney, Education Manager, EEOC, Memphis District

Reasonable accommodations are the center piece of the ADA. But, it is not always easy to know what to do when presented with complex or ambiguous requests, or how to respond if the need for the accommodation is not easy to discern or is frequently changing. Let this distinguished panel address some of the complex issues related to reasonable accommodations and help you properly navigate the interactive process.

4:15 p.m.
Adjourn

Credits: Six hours of HRCI credit has been approved. This seminar also meets the yearly refresher training requirement for federal agency EEO (investigators and/or mediators).

EEOC Dallas Seminar, August 6, 2015

(Event Code 15TDAL01)

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

6841 ELM STREET

SUITE 1092

MCLEAN, VA 22101

• **FAX to 518.615.8422**



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

First Name _____ MI _____ Last Name _____

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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 \$329 available for online registrations up until the day before the seminar and for mailed check or mailed/faxed credit card payment registrations received [30 days] before the seminar. Faxed/mailed credit card registrations received after [date 30 days before the event] will be charged \$349.

Credit Card MasterCard Visa American Express Discover

Account # _____ Expiration Date _____

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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 accept federal purchase orders; the EEOC's IAA must be completed prior to training - for federal agencies only. Please call us at 866.446.0940 or send an email to eeoc.traininginstitute@eeoc.gov.

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 _____