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**June 17,
2015**

2015 SEMINAR LOCATION

**BLACK CANYON
CONFERENCE CENTER**

9440 N. 25TH AVENUE

PHOENIX, AZ 85021

(602) 944-0569

www.blackcanyonconferencecenter.com

ENHANCE YOUR EEO KNOWLEDGE at the **2015 EEOC Phoenix Training Institute Seminar**. This informative seminar, **sponsored by the EEOC Phoenix District Office** will be held at the Black Canyon Conference Center.



EEOC Phoenix Seminar

U.S. Equal Employment Opportunity Commission

GOING GREEN!

Participant materials will be available on line prior to the day of the seminar.

Provide your email address to receive the link to the materials. Print your own materials or download and bring your device with you to view your materials.

Event Code 15TPH001

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?

Krista Watson

EEOC Phoenix District Office

(602) 640-4995

(602) 640-5071 FAX



EEOC
Training Institute
...Learn from the Experts

EEOC Phoenix Seminar

Wednesday, June 17, 2015

www.eeotraining.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 15TPH001

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 June 17, 2015. Check or faxed credit card registrations received after June 17, 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.eeotraining.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.eeotraining.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.

PHOENIX EEOC SEMINAR **Wednesday, June 17, 2015**

Agenda



Schedule

- Registration: 7:15 am
- Start: 8:00 am
- Lunch provided
- End: 4:30 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:
Krista Watson
Program Analyst
602-640-4995
krista.watson@eoc.gov

7:15 AM	Registration and Continental Breakfast
8:00 AM	Welcome Rayford O. Irvin, EEOC Phoenix District Director
8:15 AM	Charlotte A. Burrows, EEOC Commissioner EEOC Priorities and New Directions
9:15 AM	Answering the Difficult Questions from Human Resources Mary Jo O'Neill, EEOC Phoenix Regional Attorney - Victims of Domestic Violence in the Workplace - Transgender Employees and the Bias of Other Workers - Is Pregnancy now covered by the ADA - Reassignment as a Reasonable Accommodation - Requests for Religious Accommodations—Can I Ask Questions?
10:30 AM	Break
10:45 AM	Best Practices in an EEOC Mediation Kevin Osterman, ADR Coordinator, EEOC Phoenix District Office Kevin and a panel of EEOC Mediators will share best practices and common mistakes employers make in an EEOC mediation from how to prepare for mediation to finalizing the agreement
11:45 AM	Luncheon - Celebrating 25 Years of the ADA Video: Lives Worth Living
1:15 PM	EEOC Office of Legal Counsel Jeanne Goldberg, Senior Legal Advisor A case law update: What is happening with all those employment discrimination cases you hear about in the news?
2:30 PM	Break
2:45 PM	Human Resources Professionals with More Than 20 Years of HR Experience Share Their Secrets on Making EEO a priority in their organization. - How to Get Top Leadership Involved - How to Include All Employees - Training Staff—Tips for Teaching and Reducing Unconscious Bias - How to Get a Seat At the Executive Table
4:00 PM	Answering Anonymous Questions Submitted Throughout the Day

Credits: HRCI recertification credits have been requested. This seminar also meets the yearly refresher training requirement for federal agency EEO (investigators and/or mediators).

EEOC Phoenix Seminar Wednesday, June 17, 2015

(Event Code 15TPH001)

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**



Directions to SEMINAR LOCATION—
The Black Canyon Conference Center. From the Black Canyon Highway (I-17) Northbound, take the Dunlap exit East, or right. Turn left at the first light, 25th Avenue, and the Center is on your left. From I-17 Southbound, take the Peoria exit east or left. Turn right at the 1st light, 25th Avenue, and the Center is on your right.

From Sky Harbor Int'l Airport Take the I-10 West exit out of the Airport. From the I-10, take I-17 North. Take the Dunlap exit East, or right. Turn left at the 1st light, 25th Avenue. Look for the Center on your left.

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

First Name _____ MI _____ Last Name _____

Title _____

Organization _____ Suborg _____

Address _____

City _____ State _____ Zip _____

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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 _____

Cardholder Name (please print) _____

Signature _____ Card Security Code _____

Cardholder Email address _____

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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 _____