

Fee - \$349 per day

Early Registration

Discount \$329 for online registration or if payment is received by **July 5, 2016**

**Tuesday
August 2, 2016**

REGISTER NOW

www.eetraining.eeoc.gov/tapsmain.html

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

ENHANCE YOUR EEO KNOWLEDGE at the **2016 EEOC Dallas Technical Assistance Seminar** sponsored by the **EEOC Dallas District Office**. The seminar will be held at the **Hilton Gardens Inn Dallas/Lewisville, Lewisville Convention CTR**



EEOC Dallas Seminar

U.S. Equal Employment Opportunity Commission

2016 SEMINAR LOCATION

**HILTON GARDENS INN
DALLAS/LEWISVILLE
LEWISVILLE CONVENTION CTR**

785 SH 121 Bypass
Lewisville, Texas, 75067
(972) 459-4600

Hotel Arrangements

Registrants are responsible for their own arrangements

Participant materials will be available for download and/or

EVENT Code: 16T-DAL-01

TRAINING YOU CANNOT AFFORD TO MISS!
Join us for the best in EEO training, from the experts who enforce the law.



EEOC
Training Institute
...Learn from the Experts

Questions about the seminar?

Rodney Klein
San Antonio Field Office
(210) 281-7666
(210) 281-7606 FAX
(210) 281-7610 TTY
rodney.klein@eeoc.gov

EEOC Dallas Seminar

Tuesday
August 2, 2016

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.

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 - Event Code: 16T-DAL-01

PAYMENT - \$349 for the day. Fee includes seminar, lunch, refreshments at breaks and an eight volume 2016 EEO library on a **CD**. **PAYMENT MUST ACCOMPANY REGISTRATION.** *EEOC Tax ID Number: 52-0812909*

GET A DISCOUNT PRICE of \$329 when

1) registering on-line at www.eetraining.eeoc.gov/tapsmain.html before August 1, 2016.

2) mailed registrations are postmarked on or before July 5, 2016. All mailed payments postmarked after July 5 are subject to the \$349 registration fee. Checks **received after** July 5 containing insufficient funds will be returned. **NOTE:** All credit card charges will be listed as **EEOC Training Institute** on your statement.

MAIL registration forms and checks to:
EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

STATE AND LOCAL GOVERNMENT REGISTRANTS: NOTE: To request an invoice (to secure payment via **check or credit card**) please call or e-mail the EEOC Training Institute. **Registration** confirmation is issued **after** payment is received by the EEOC Training Institute.

FEDERAL GOVERNMENT REGISTRANTS USING IPAC (Intra governmental payment and collection): Federal agencies must complete the EEOC's Inter Agency Agreement Form (IAA Form) at the time of registration.

REGISTER ONLINE - www.eetraining.eeoc.gov/tapsmain.html
Credit card and electronic bank check registrations will receive immediate confirmation.

REGISTRATION QUESTIONS: Visit the website www.eetraining.eeoc.gov or contact our customer service staff at 703-291-0880 or toll free 1-866-446-0940; or send an e-mail to eeoc.traininginstitute@eeoc.gov for more information TTY# 1-800-828-1120.

CONFIRMATION: Registrants will receive e-mail confirmation upon receipt of a complete registration 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. **Bring your e-mail confirmation to the seminar.**

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

U.S. Equal Employment Opportunity Commission

EEOC Dallas Seminar

Tuesday
August 2, 2016



Schedule

8:15 a.m.
Registration

8:00 a.m.
Start

11:45 Lunch
(Provided)

4:15 p.m.
End

Let the EEOC Be Your Trainer!

Experienced EEOC Staff will come to your worksite and provide training on popular EEO topics such as Harassment, EEO Overview, ADA Reasonable Accommodation and more.

For more information contact:
Rodney Klein, Outreach & Education Manager,
(210) 281-7666
rodney.klein@eEOC.gov

8:15 AM	Welcome
8:30 AM	The 7 Deadly Sins of Retaliation Retaliation is the #1 charge filed with the EEOC. Learn how to identify it, learn how to correctly and legally manage performance, and discover that a culture of respect and dignity is the best safeguard against retaliation complaints. Terri Swain, Principal, The HR Consultant
9:30 AM	Creating and Developing Anti-Harassment Policies and Procedures That Work: A Panel Discussion This panel of experts will discuss policy, the complaint process, internal investigations, and most importantly how to create a culture that makes illegal harassment unacceptable. Belinda McCallister, Deputy District Director, US EEOC, Dallas Christopher A. Antone, Attorney, Jackson Lewis, Robert Sheeder, Attorney, Bracewell Law
10:45 AM	Building Trust Trust is the foundation for all relationships, and the starting point for increasing personal influence. This presentation will provide you with the framework necessary for cultivating and developing an atmosphere of personal and organizational trust. Randy Anderson, Principal, E3 Professional Trainers
11:45 AM	Lunch
1:00 PM	Emerging Issues in Civil Rights: A Panel Discussion on LGBT Rights and Inclusion in The Workplace This panel of experts will discuss the EEOC's latest positions on workplace discrimination based on gender identity and sexual orientation, its workplace implications, and ways to create a positive and inclusive environment for all employees. Joe Bontke, Outreach and Education Manager, US EEOC, Houston Robert Salcido Jr., Regional Field Coordinator, Equality Texas Gayla C. Crain, Attorney, Gray Reed & McGraw Suzanne Anderson, Supervisory Trial Attorney, US EEOC, Dallas
2:00 PM	Case Law Update What have the courts been up to this past year and how will it influence your personnel decisions? Hear about the relevant court cases of the past year and why they are important to you. Michael J. DePonte, Litigation Manager, Jackson Lewis
3:15 PM	Digital Charge Processing and Beyond: Keeping up with the EEOC's Latest Changes Hear the latest information on the EEOC's paperless charge processing, the agency's policy on releasing employer position statements, and the EEOC's proposed rule on including wage information in EEO-1 Reports. Juan Munoz, Charge Receipt Supervisor, US EEOC, Dallas
4:15 PM	Adjourn

This program has been submitted to SHRM and to the HR Certification Institute for review. Refresher training requirement for federal agency EEO (counselors, investigators and/or mediators) has been approved.

EEOC DALLAS SEMINAR 2016

Please print and use a separate form for each attendee

ENROLLMENT

Event Code: 16T-DAL-01

First Name _____ MI ____ Last Name _____

Title _____

Organization _____ Suborg. _____

Address _____

City _____ State _____ Zip _____

E-Mail _____

Business Telephone () _____ (if TTY, please check here)

Fax No. () _____ Company/Agency Tax ID Number _____

Do you require a reasonable accommodation, due to a disability, to attend this program? Yes

Describe accommodation requested or special diet needed: _____

REGISTRATION FEE

One day \$349 / \$329* **Discount Price**

*Discount price of \$329 available for online registrations received before August 1, 2016. All payments received after July 5 will be subject to a \$349 registration fee. Checks received after July 5 containing insufficient funds will be returned. Mail registrations to: EEOC Training Institute, 6841 Elm Street, Suite 1092, McLean, VA 22101

PAYMENT TYPE

Credit Card MasterCard Visa American Express Discover

Account # _____ Exp. Date _____

Card Security Code (3 or 4 un-embossed digits near signature block) _____

Cardholder Name (please print) _____

Signature _____ Cardholder Email _____

Cardholder Address _____

Check Payable to **EEOC Training Institute** 6841 Elm Street, Suite 1092, McLean, VA 22101

State/Local Government Entities: To request an invoice to secure payment via check or credit card, please contact the **EEOC Training Institute at 866-446-0940** or send an e-mail to eeoc.traininginstitute@eeoc.gov.

Federal Government Agencies must complete the EEOC's Inter Agency Agreement (IAA Form) at the time of registration. Please contact the **EEOC Training Institute at 866-446-0940** or send an e-mail to eeoc.traininginstitute@eeoc.gov.

Person filling out this form (if different than registrant)

Name: _____ E-mail: _____

▶ **REGISTER ONLINE** WITH A CREDIT CARD OR CHECK AT www.eeotraining.eeoc.gov/tapsmain.html

▶ **MAIL** to EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

▶ **QUESTIONS? CALL** 703-291-0880 or toll free 1-866-446-0940; **or e-mail**

eeoc.traininginstitute@eeoc.gov

* **PAYMENT IS REQUIRED
PRIOR TO TRAINING**

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:

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

Your Position:

- 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 this seminar?

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