

**Fee - \$349 per day**

**Early Registration**

**Discount** \$329 for online registration or if payment is received by **June 14, 2016**

**Thursday  
July 14, 2016**

**REGISTER NOW**

[www.eetraining.eeoc.gov/tapsmain.html](http://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 Phoenix Technical Assistance Seminar** sponsored by the **EEOC Phoenix District Office**. The seminar will be held at **The Black Canyon Conference Center**.



# EEOC Phoenix Seminar

U.S. Equal Employment Opportunity Commission

**2016 SEMINAR LOCATION**

**The Black Canyon Conference Center**

9440 N. 25th Avenue  
Phoenix, AZ 85021  
(602) 944-0569

[www.blackcanyonconferencecenter.com](http://www.blackcanyonconferencecenter.com)

**Hotel Arrangements**

Registrants are responsible for their own arrangements

Participant materials will be available for download and/or e-mailed prior to the day of the seminar.

**EVENT Code: 16T-PHO-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?**

**Krista Watson**  
**Phoenix District Office**  
(602) 640-4995  
[krista.watson@eeoc.gov](mailto:krista.watson@eeoc.gov)

## EEOC Phoenix Seminar

Thursday  
July 14, 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-PHO-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](http://www.eetraining.eeoc.gov/tapsmain.html) before July 13, 2016.

2) mailed registrations are postmarked on or before June 14, 2016. All mailed payments postmarked after June 14 are subject to the \$349 registration fee. Checks **received after** June 14 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](http://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](http://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](mailto: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.

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### Schedule

7:15 a.m.  
Registration

8:00 a.m.  
Start

NOON Lunch  
(Provided)

4:00 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:  
Krista Watson, Outreach & Education Manager,  
(602) 640-4995  
[krista.watson@eeoc.gov](mailto:krista.watson@eeoc.gov)

7:15 AM **Registration and Continental Breakfast**

8:00 AM **Opening Remarks**  
*Elizabeth Cadle, Director (Acting), EEOC Phoenix District Office*

8:15 AM **EEO Investigative Interviewing: Practical Tips**  
The basics of internal EEO investigations have been covered before, but this session will focus on interviewing. Two of our top EEOC Investigators will share some of their most helpful practical tips on investigative interviewing.  
*Jose Effio and Jason Williams, EEOC Investigators*

9:15 AM **Legal Update - Recent Court Decisions and Their Impact**  
EEO law is dynamic, ever-changing and developing as the courts interpret and apply the law to a rapidly changing workplace. Join us for a review of the most interesting and far-reaching decisions issued by the courts in the last year and the EEOC's official response to these. Get up to date on the latest lawsuits the EEOC has filed here and around the country.  
*Mary Jo O'Neill, Regional Attorney, EEOC Phoenix District Office*

10:15 AM **Morning Break**

10:30 AM **Job Accommodation Network (JAN): Employees with Mental Illness**  
JAN will review the services they provide at no cost to you to help with many workplace issues. We heard you loud and clear, you want more assistance how to effectively communicate and accommodate workers with mental illness and how to work with employees who may not see themselves as needing help.  
*Melanie Whetzel, Lead Consultant on Mental Health Issues, JAN*

Noon **Lunch: 1:00 p.m. Start Time - Luncheon Presenter**  
*Patricia Miner, Enforcement Supervisor*  
**Digital Charge System and New Procedures on Releasing Position EEOC's Statements and other non-confidential documents**

1:30 PM **U.S. DOL Wage and Hour: Update**  
Find out what actions the U.S. Department of Labor, Wage and Hour Division has been taking in Arizona. This is an opportunity to ask all of your questions about the Fair Labor Standards Act, overtime, exemptions, independent contractors, and other issues.  
*Jesús Olivares, Outreach and Education U.S. DOL Wage and Hour Division.*

2:30 PM **Dusting Off the Employee Handbook**  
A can't miss panel presentation of employment attorneys discussing the critical need to keep your employee handbooks up to date. Policies up for discussion include social media, bullying, nursing mothers, harassment, retaliation, marijuana use, religious accommodations, leave and the ADA, background checks, and more.  
*Panel of distinguished employment attorneys*

4:00 PM **Adjourn**

# EEOC PHOENIX SEMINAR 2016

Please print and use a separate form for each attendee

## ENROLLMENT

Event Code: 16T-PHO-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 July 13, 2016. All payments received after June 14 will be subject to a \$349 registration fee. Checks received after June 14 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](mailto: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](mailto: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](http://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](mailto: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 \_\_\_\_\_