

Fee - \$349 per day

Early Registration Discount \$329 for online registration or if payment is received by **August 20, 2016**

**Tuesday
September 20, 2016**

REGISTER NOW

www.eeotraining.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 Washington D.C. Training Institute EEOC Technical Assistance Seminar** sponsored by the **EEOC Washington Field Office**. The seminar will be held at the **Equal Employment Opportunity Commission (EEOC) - Washington DC**



EEOC Technical Assistance Seminar

U.S. Equal Employment Opportunity Commission

2016 SEMINAR LOCATION

EEOC Headquarters

131 M Street, N.E.
Washington, D.C. 20507
Jacqueline A. Berrien
Training Center

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

EVENT Code: 16T-WAS-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?

Mark Ellison
Washington Field Office
(202) 419-0706
(202) 419-0739 FAX
mark.ellison@eeoc.gov

EEOC Technical Assistance Seminar

Tuesday
September 20, 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-WAS-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 September 19, 2016.

2) mailed registrations are postmarked on or before August 20, 2016. All mailed payments postmarked after August 20 are subject to the \$349 registration fee. Checks **received after** August 20 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 Technical Assistance Seminar

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September 20, 2016



Schedule

7:30 a.m.
Registration

8:30 a.m.
Start

11:45 Lunch
(Provided)

4:30 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:
Mark Ellison, Outreach & Education Manager,
(202) 419-0706
mark.ellison@eEOC.gov

7:30 AM	Registration & Continental Breakfast
8:30 AM	Welcome & Introductory Remarks Mindy Weinstein, Acting Director, Washington Field Office EEOC
8:45 AM	The Interactive Process: Sounds Easy, Why is it So Hard? ADA reasonable accommodation is not new, yet questions persist in how to navigate the interactive process. This session will explore the requirement to provide reasonable accommodation and discuss the guidance on reasonable accommodation and the emerging issues in reasonable accommodation. Joyce Walker-Jones, Senior Attorney Advisor, EEOC Headquarters
9:45 AM	Legal Update: Significant Cases that Impact Your Organization The courts have been very busy this year. Hear from the EEOC about the latest cases and precedent-setting decisions and their implications for your workplace. Debra Lawrence, Regional Attorney, EEOC Baltimore Field Office
11:00 AM	Labor Pains: Examining Pregnancy Discrimination in the Workplace Pregnancy discrimination claims continue to rise. In 2014, the EEOC issued updated guidance on pregnancy discrimination and this session will explore that guidance and significant court cases and their implications. This session will also cover the intersection of the Pregnancy Discrimination Act and the Americans with Disabilities Act. Sarah Crawford, Senior Attorney Advisor, Office of EEOC Chair Jenny R. Yang
11:45 AM	Lunch
1:00 PM	Managing Religious Diversity at Work As religious issues and rights become more entangled into every aspect of life, these issues raise thorny challenges in the workplace. This session will discuss the rights and responsibilities of employees and employers with an emphasis on practical tips for resolving issues. Maha Sayed, Staff Attorney, Council on American-Islamic Relations; Christopher Lage, Assistant General Counsel-Litigation Advisory Services, EEOC Office of General Counsel; and Harmann Singh, Sikh American Legal Defense and Education Fund (SALDEF)
2:00 PM	Unlawful Workplace Harassment What is workplace harassment? When is it unlawful? Is it the same as workplace bullying? This session will cover all of this and provide best tips for preventing and addressing harassment in the workplace. Tanisha Wilburn, Trial Attorney, EEOC Washington Field Office
3:00 PM	Afternoon Break
3:15 PM	The EEOC Charge Process: A to Z This session will provide information on everything from EEOC's new digital charge process, the disclosure of employers' position statements, the EEOC mediation process, and the EEOC's enforcement priorities, to the resolution of cases and how employers can obtain a copy of the EEOC's charge file under the Freedom of Information Act. Alan Anderson, Deputy Director, EEOC Washington Field Office; Gerianne Crenshaw, ADR Coordinator EEOC Washington Field Office; and Stephanie Garner, Assistant Legal Counsel, EEOC FOIA Programs
3:15 PM	Handling Complaints of Discrimination in the Federal Sector: Kurt Hodges, Administrative Judge, EEOC Washington Field Office; and Kathy Brown, Administrative Judge, EEOC Washington Field Office
4:15 PM	Final wrap up

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

EEOC TECHNICAL ASSISTANCE 2016

Please print and use a separate form for each attendee

ENROLLMENT

Event Code: 16T-WAS-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 September 19, 2016. All payments received after August 20 will be subject to a \$349 registration fee. Checks received after August 20 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: _____

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

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* **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 _____