



# EEOC

TRAINING INSTITUTE



U.S. Equal Employment Opportunity Commission  
Atlanta District Office

## Civility Rules! Building Lawful, Productive Workplaces Now!

January 30, 2025

1:00 pm – 3:15 pm Eastern

Virtual Workshop

### AGENDA

Time	Presentation
12:30 pm	Virtual Environment Opens
1:00 pm	<b>Opening Remarks</b> Darrell E. Graham, District Director, EEOC Atlanta District Office
1:05 pm	<b><i>Civility Rules! Building Lawful, Productive Workplaces Now!</i></b> Stephen M. Paskoff, President and CEO, Employment Learning Innovations Inc. (ELI)
	Workplace civility is a necessary yet often overlooked ingredient in helping prevent and resolve many EEO issues. In fact, the EEOC has noted that unchecked incivility, contributes to unlawful behavior. In this interactive session, participants will consider how to set standards of civility by activating their organization's own values. They'll work through a 5-step process to build inclusive, compliant, and civil workplaces where many EEO and related issues can be prevented or promptly resolved within their organizations.
3:05 pm	<b>Closing Remarks</b> Terrie Dandy, Outreach & Education Manager, EEOC Atlanta District Office Irene Carter Kent, Outreach & Education Coordinator, EEOC Atlanta District Office
3:15 pm	Adjourn

Terrie Dandy  
(470) 531-4764  
[terrie.dandy@eeoc.gov](mailto:terrie.dandy@eeoc.gov)

Irene Carter Kent  
(470) 531-4806  
[irene.carter@eeoc.gov](mailto:irene.carter@eeoc.gov)



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**REGISTRATION FEE: \$275.00 per person**

**REGISTER HERE: [RF provides enrollment link in final version]**

### **CREDITS:**

HRCI – This program has been submitted to the HR Certification Institute for review.

SHRM – Submitted for approval.

CLE – Seeking credit for the State Bar of Georgia (2 hours).

This workshop has been submitted for approval for Federal Investigator or Counselor Refresher credits (2 hours).

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### **Terrie L. Dandy, Outreach & Education Manager, EEOC Atlanta District Office**

Terrie Dandy is the Outreach & Education Program Manager for the U.S. Equal Employment Opportunity Commission (EEOC) Atlanta District Office, where she manages the district's outreach, training, and public affairs programs in Georgia and parts of South Carolina. Ms. Dandy develops and conducts training for employers; educates workers on their employment rights; coordinates annual outreach and training programs; and partners with organizations to advance equal opportunity in the workplace.

Ms. Dandy's career with the EEOC spans over 20 years. Of which, she spent 14 years working in EEOC Headquarters in Washington, DC, where she served as special assistant to two Chairpersons of the EEOC; coordinated strategic planning and performance management activities; implemented Presidential initiatives; and advised on a range of programmatic issues.

Ms. Dandy is a graduate of the prestigious Excellence in Government Fellows Program and the Atlanta Federal Executive Board's Leadership Government Program. She is also a certified mediator and career coach. Ms. Dandy has received numerous awards and recognitions for her work in advancing equal opportunity including the 2022 State of Georgia Equal Opportunity Award. Ms. Dandy holds a Master's in Public Administration from the University of Missouri, and a Bachelor's in Business Administration from Fort Valley State University.



### **Darrell E. Graham, District Director, EEOC Atlanta District Office**

Darrell E. Graham is the District Director of the EEOC's Atlanta District Office. Prior to this appointment, he served as the Deputy Director in the Atlanta District Office and the Director of the Richmond Local Office, and he is also former Administrative Judge with the agency. Mr. Graham received his bachelor's degree in political science from the University of California at Berkeley and his Juris Doctorate from Washington University School of Law, located in St. Louis, Missouri. Upon graduation from law school, Mr. Graham focused on antitrust, commercial, and employment matters at a large firm in Minneapolis.

Building on this experience, Mr. Graham started his own firm with a former law school classmate and focused his practice primarily on civil rights litigation. Mr. Graham taught criminal law courses to upper division students at the University of Missouri at St. Louis prior to commencing work as a trial attorney at the EEOC. Mr. Graham is a veteran of the U.S. Air Force and has received myriad awards and recognition over the years related to his professional, educational, and civic endeavors.

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**Irene E. Carter Kent, Outreach and Education Coordinator, EEOC Atlanta District Office**

Irene E. Carter Kent is an Outreach and Education Coordinator for the U.S. Equal Employment Opportunity Commission's Atlanta District Office. Mrs. Carter Kent provides outreach, training, and public affairs assistance in the State of Georgia and parts of South Carolina. She educates workers on their employment rights; provides training and assistance to employers on EEO compliance; coordinates outreach and training programs; and partners with organizations to promote and advance equal opportunity in the workplace. Prior to this position, she served as an EEOC State, Local and Tribal Coordinator, managing the contracts for the Fair Employment Practice Agencies (FEPAs) in Georgia and South Carolina. In this role, Mrs. Carter Kent worked with FEPAs to ensure effective and efficient processing and investigations of employment discrimination complaints received against state and local government agencies, and private sector businesses. She also served as a federal Investigator with the EEOC for over eleven years, investigating charges of employment discrimination for the EEOC Atlanta District Office and the EEOC Detroit Field Office in Michigan where she began her career with the agency. Mrs. Carter Kent is also a veteran of the U.S. Navy and has received numerous awards and recognition over the years related to her professional endeavors.



**Stephen M. Paskoff, President and CEO, Employment Learning Innovations Inc.**

Stephen M. Paskoff is the founder, president, and CEO of Employment Learning Innovations, Inc. (ELI), a learning and human capital consulting company. Working with clients to activate and connect their values with core behaviors, ELI helps clients build civil, lawful workplace cultures, which maximize talent development and results while reducing compliance and operational risks. Mr. Paskoff is a nationally recognized speaker and author on how to align behaviors with organizational mission and values. He has spoken at EEOC's and SHRM's national conferences and at other major events throughout the United States. His work is referenced and quoted in the EEOC's 2016 Harassment Study.

Before founding ELI® in 1986, Mr. Paskoff was an EEOC trial attorney and partner in a management law firm. He graduated from Hamilton College and the University of Pittsburgh School of Law and is a member of the Georgia Bar. Paskoff wrote Civility Rules! in 2016.

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