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U.S. Equal Employment Opportunity Commission
Atlanta District Office

Conducting Internal EEO Investigations

July 31, 2025

9:00 am – 12:15 pm Eastern

In-Person Event – No Virtual Options

State Bar of Georgia

7402 Hodgson Memorial Dr, Suite 105, Savannah, GA 31406

AGENDA

Time	Presentation
8:30 am	Workshop Opens
9:00 am	Opening Remarks
	Irene Carter Kent, Outreach & Education Manager, EEOC Atlanta District Office
9:05 pm	Conducting Internal EEO Investigations
	Darrell E. Graham, District Director, EEOC Atlanta District Office
	Effective internal investigations are crucial for maintaining a fair and equitable workplace, promoting employee morale, and minimizing legal risks. This session provides a comprehensive understanding of EEO investigations, the processes, principles, and best practices essential for conducting prompt, fair, and thorough investigations. It will also provide an overview of federal EEO laws, and an understanding of the basic theories of discrimination including harassment and retaliation.
10:30 am	Break
10:40 am	Conducting Internal EEO Investigations <i>(resumes)</i>
12:05 pm	Closing Remarks
	Irene Carter Kent, Outreach & Education Coordinator, EEOC Atlanta District Office
12:15 pm	Adjourn

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REGISTRATION FEE: \$300.00 per person

REGISTER HERE:

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 (3 hours).

This workshop has been approved for Federal Investigator or Counselor Refresher credits (3 hours).

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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.



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 EEO C 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.

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