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**Friday
June 22,
2012**

2012 SEMINAR LOCATION

**THE BLACK CANYON
CONFERENCE CENTER**

9440 N. 25TH AVENUE

PHOENIX, AZ 85021

(602) 944-0569

www.blackcanyonconferencecenter.com

ENHANCE YOUR EEO KNOWLEDGE at the **2012 EEOC Phoenix Training Institute Seminar**. This informative seminar, **sponsored by the Phoenix District EEOC Office**, will be held at The Black Canyon Conference Center.



EEOC Phoenix Seminar

U.S. Equal Employment Opportunity Commission

EEOC is also offering **WEBINARS**.
Check them out at
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TRAINING YOU CAN'T AFFORD TO MISS!
Join EEOC for the latest developments in EEO law and best practices — from the experts who enforce the law.

Questions about the seminar?

Krista Watson
Phoenix EEOC Office
(602) 640-4995
(602) 640-5071 FAX
(602) 640-5072 TTY
krista.watson@eeoc.gov



EEOC
Training Institute
...Learn from the Experts

Friday, June 22, 2012

EEOC Phoenix Seminar

www.eeotraining.eeoc.gov

Top 5 Reasons to Attend an EEOC Seminar

- Get Updates on the Latest Changes to EEO Laws and Regulations
- Avoid Common Pitfalls and Mistakes
- Learn Best Practices
- Prepare for Tough HR Decisions
- Meet the People who Enforce the Laws

Hotel Arrangements

Registrants are responsible for their own hotel arrangements.

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 - Training Event 12TPHO01

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

GET A DISCOUNT PRICE of \$319 by:

1) registering on-line with a credit card or electronic check payment, or 2) registering early (check or credit card payment information **must** be received 30 days before the seminar). **NOTE:** All credit card charges will be listed as EEOC Training Institute on your statement.

PAYING BY GOVERNMENT PURCHASE ORDER *Please note: This type of payment is not eligible for the Early Bird discount.*

State and Local Government Registrants: In order to be confirmed, submit a copy of the purchase order, purchase order number, billing name, address and instructions, and agency tax ID number. For all POs, please provide the name, phone number and email of a contact person for questions re: purchase order and payment. "Purchase order number" could also be a requisition or document number, as appropriate.

Federal Government Registrants: We only accept federal purchase orders over \$2,500. Please contact our customer service staff at 866.446.0940 or send an email to eeoc.traininginstitute@eeoc.gov for more information.

REGISTRATION — Register at www.eeotraining.eeoc.gov. Credit card and electronic bank check registrations will receive immediate confirmation. *EEOC Tax ID Number: 52-0812909*

You may also **MAIL** your registration application with payment to:

EEOC TRAINING INSTITUTE, 6501 RED HOOK PLAZA, SUITE 201, ST. THOMAS, VIRGIN ISLANDS 00802 OR **FAX** your registration with payment to 703.787.8090.

QUESTIONS ABOUT REGISTRATION? 1.866.446.0940;

TTY# 1.800.828.1120; eeoc.traininginstitute@eeoc.gov

CONFIRMATION — Registrants will receive written email or fax confirmation upon receipt of a complete registration application 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. Confirmation email should be brought to the event.

CANCELLATIONS, REFUNDS, NO SHOWS, WALKINS, TRANSFERS

Cancellations received more than 7 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. Registrants are allowed one transfer to another 2012 seminar at no fee.

REASONABLE ACCOMMODATION REQUESTS — Please describe your accommodation needs due to a disability on the registration application and we will respond to you.

PHOENIX EEOC SEMINAR AGENDA

Friday, June 22, 2012



Schedule

- Registration: 7:15 am
- Start: 8:00 am
- Lunch provided
- End: 4:30 pm

• LET EEOC BE YOUR TRAINER

Experienced EEOC staff will come to your worksite and provide training on popular EEO topics such as harassment or an overview of EEO. For more information, contact:
Krista Watson
Program Analyst
602-640-4995
krista.watson@eEOC.gov

- 7:15 a.m. **Registration**
- 8:00 a.m. **Welcome**
Rayford O. Irvin, District Director, EEOC Phoenix District Office
- 8:15 a.m. **National Labor Relations Board (NLRB):** Common employer mistakes that violate the NLRA even if there is not a union at your place of employment. Does your social media policy violate the NLRA?
Cornele Overstreet, Regional Director, NLRB Phoenix Regional Office
- 9:15 a.m. **U.S. Department of Justice—Office of Special Counsel for Immigration-Related Unfair Employment Practices (DOJ OSC):** Citizenship discrimination and how the DOJ OSC can help you with the E-Verify and I-9 process
Beau Blank, Equal Opportunity Specialist, U.S. DOJ Office of Special Counsel
- 10:15 a.m. **EEOC Panel: Best Practices** - This session is about sharing best practices and providing practical tips for preventing discrimination and responding appropriately when a complaint is received.
Elizabeth Cadle, Deputy Director, EEOC Phoenix District Office
Mary Jo O'Neill, Regional Attorney, EEOC Phoenix District Office
Lucy Orta, Enforcement Supervisor, EEOC Phoenix District Office
- 11:30 a.m. **“What is new at the EEOC and Emerging Issues”**
Lunch and Guest Keynote Speaker:
Peggy Mastroianni, EEOC Legal Counsel
Hear the latest information from Washington D.C. Issues to be discussed include transgender employees in the workplace, credit checks, criminal background checks, social media issues and several other issues on the horizon.
- 1:00 p.m. **Workplace Violence:** Sky-high unemployment and mounting economic pressures on families have led to a rise in workplace violence, hate crimes and bullying. It appears that many Americans are becoming more intolerant of others' ideas and diversity. Hear about 5 strategies to create a safe work environment that will reduce and prevent violent situations.
Carol Fredrickson, Violence Free, Phoenix, Arizona
- 2:45 p.m. **Job Accommodation Network:** The Job Accommodation Network (JAN) is a free consulting service designed to increase the employability of people with disabilities by providing individualized worksite accommodation solutions and technical assistance regarding the ADA and other disability and related legislation.
Anne E. Hirsh, Co-Director, Job Accommodation Network
- 3:45 p.m. **EEOC Litigation: A look at cases litigated by EEOC**
Mary Jo O'Neill, Regional Attorney, EEOC Phoenix District Office
- 4:30 p.m. **Adjourn**

Credits: Recertification credits from HRCI have been requested. The seminar also meets the yearly refresher training requirement for federal agency EEO investigators.

EEOC Phoenix Seminar June 22, 2012 (Event Code 12TPH001)

Please print and use a separate form for each attendee.

3 ways to register

• **ON-LINE**

www.eetraining.eeoc.gov

• **MAIL**

EEOC TRAINING INSTITUTE

6501 RED HOOK PLAZA, SUITE 201

ST. THOMAS, VIRGIN ISLANDS 00802

• **FAX to 703.787.8090**



Directions to SEMINAR LOCATION—The Black Canyon Conference Center.

From the Black Canyon Highway (I-17) Northbound, take the Dunlap exit East, or right. Turn left at the first light, 25th Avenue, and the Center is on your left. From I-17 Southbound, take the Peoria exit east or left. Turn right at the 1st light, 25th Avenue, and the Center is on your right.

From Sky Harbor Int'l Airport Take the I-10 West exit out of the Airport. From the I-10, take I-17 North. Take the Dunlap exit East, or right. Turn left at the 1st light, 25th Avenue. Look for the Center on your left.

First Name _____ MI _____ Last Name _____
 Title _____
 Organization _____ Suborg _____
 Address _____
 City _____ State _____ Zip _____
 E-Mail _____

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

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

Do you require a reasonable accommodation, due to a disability, in order for you to attend this program? Yes No Describe accommodation requested or special diet needed.

AMOUNT OF PAYMENT: \$349 / \$319 Discount Price*

*Discount price available for on-line registration [only credit card or electronic check payment accepted] and for mailed check or mailed/faxed credit card payment received 30 days before the seminar.

Credit Card MasterCard Visa American Express Discover
 Account # _____ Expiration Date _____

Cardholder Name (please print) _____

Signature _____ Card Security Code _____

Cardholder Email address _____

Check Payable to EEOC Training Institute

State/Local Government Purchase Order (Attached) PO # _____

State and Local PO will be paid by Check Credit Card (provide information above)

Billing Organization Name & Address _____

Name/Phone #/Email of Billing Contact _____

We only accept federal purchase orders for over \$2,500. Please call us at 866.446.0940 or send an email to eeoc.traininginstitute@eeoc.gov for special registration form and procedures.

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

Person filling out this form (if different than registrant)

Name _____ Tel. # _____

Email _____

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's Business Type:

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

Your Position Category:

- 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 our seminar?

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