



EEOC
Training Institute
...Learn from the Experts

THURSDAY - FRIDAY

JUNE 14 - 15, 2012

**REGISTER
NOW**

www.eetraining.eeoc.gov

\$349 per day · \$698 both
on-line or early bird*
discount \$319 · \$638
(* payment received by
Friday June 8, 2012)

2012 SEMINAR LOCATION
Dolce Hayes
Conference Center
200 Edenvale Avenue
San Jose, CA 95136

Room Block \$121 per
night plus tax
Call (866) 981.3300
(408) 226-3200
Group Code: EEOC
Training

or reserve online at
<http://bit.ly/SJtaps12>
by June 1, 2012



EEOC SAN JOSE SEMINAR

Get Answers to your EEO Questions

**NEW: Learn from the experts—
our speakers AND your peers!**

We are requesting all presenters make a **Top Ten list** ... key bullet points for each topic covered. AND our staff will capture the **best ideas and insights from each session's discussion** in a Peer Top Ten List.

We will also give you the option of listing your contact information in a **conference directory**, so you can choose what information you would like to share with your fellow participants and seminar presenters.

In addition to the CD Rom of materials and printed notebook, after the conference we will email you the Peer Top Ten Lists and conference directory — **concrete tools for your EEO toolbox**, plus a network of experts and peers who you can turn to with questions, until the next EEOC seminar!

For more information, contact seminar coordinator
Linda Li, EEOC San Francisco Office
at 415-625-5618; TTY (415) 625-5601 linda.li@eeoc.gov

**EEOC Tax ID #
52-0812909**

**QUESTIONS ABOUT
REGISTRATION?**

1.866.446.0940

TTY# 1.800.828.1120

eeoc.traininginstitute@eeoc.gov



**Hotel
Arrangements**

Registrants are responsible for their own hotel arrangements.

**Dolce Hayes
Conference Center**
200 Edenvale Avenue
San Jose, CA 95136

\$121 per night

Reserve by

June 1, 2012

and mention

'EEOC Training'

Online

<http://bit.ly/SJtaps12>

Toll Free

(866) 981-3300

Local

(408) 226-3200

Training Institute Policies -Event No. 12TSAN01

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

GET A DISCOUNT PRICE of \$319 Per Day 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 by June 8, 2012). **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 and 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.

2012 EEOC SAN JOSE SEMINAR

Thursday, June 14 - AGENDA DAY 1

8:00 AM	Registration and Continental Breakfast
8:30- 10:15 AM	Opening Plenary: Legal Updates What are the key EEO decisions and cases from the Supreme Court and Ninth Circuit? How do they affect my workplace? William Tamayo, EEOC Regional Attorney.
10:30- 12noon	AM Workshop (select one)
Level: Basic	ABCs of EEO. How do I get started? Federal EEO laws and the theories behind them. <i>(Recommended with ABCs Applied—PM Session)</i> Virginia Mellema, EEOC Administrative Judge
All Levels	Retaliation. Why is retaliation the #1 charge filed with EEOC—and how do I make sure I'm not part of that statistic? William Tamayo, EEOC Regional Attorney.
NEW!	What Are You Doing with My EEO-1? Enforcement Supervisor Luis Rodriguez demystifies EEOC's Systemic Program and EEOC Social Science Analyst Lisa Torres, Ph.D., shows how you can make your EEO-1 work for you.
12:00- 1:00 PM	Lunch
1:00 - 4:00 pm	PM Intensive Workshop (select one)
Level: Basic	ABCs Applied. How do I (1) plan and conduct interviews? (2) assess the credibility of testimonial evidence? (3) collect and analyze documentary evidence? (4) analyze models of proof, including employer defenses; (5) review evidence and draw conclusions? (6) write up my findings? Virginia Mellema, EEOC Administrative Judge.
All Levels	Harassment Prevention + Investigation. What is essential to preventing sexual and other types of workplace harassment? What are the key components of an effective investigation? This class meets the Calif. AB 1825 training requirement for supervisors. Moderated by Evangelina Hernandez, EEOC Senior Trial Attorney.
All Levels	Disability Discrimination Investigation & Scenarios. Avoid common employer mistakes: failing to recognize a request for accommodation, dropping the ball on “interactive dialogue” or treating the employee “just like everyone else” to avoid the appearance of favoritism. Investigate a denial of reasonable accommodation without invading medical privacy rights. Detangle and document chronic attendance, performance and misconduct issues, from disability-related limitations. Then test your understanding of the ADA Amendments Act with scenarios and discussion. Jane Kow, HR Law Consultants and Cindy O'Hara, EEOC Senior Trial Attorney.
4:00 PM	Adjourn

SCHEDULE

- > **Registration: 8-8:30am**
- > **Start: 8:30 am**
- > **Break 10:15 - 10:30am**
- > **Lunch 12-1 pm**
- > **Break 2:30 - 2:45pm**
- > **End: 4:00pm**

CREDITS :

CA CLE

requested.

Each day of this seminar meets the yearly refresher training requirement for Federal agency EEO investigators.

2012 EEOC SAN JOSE SEMINAR

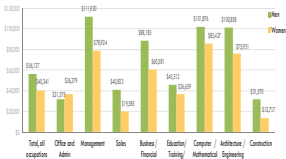
Friday, June 15 - AGENDA Day 2

SCHEDULE

- > Registration: 8-8:30am
- > Start: 8:30am
- > Break 11 - 11:10am
- > Lunch 12:10 - 1:10pm
- > Break 2:30 - 2:45pm
- > End: 4:00pm

CREDITS :

CA CLE requested.
Each day of this seminar meets the yearly refresher training requirement for Federal agency EEO investigators.



> Median Wages by Occupation and Gender, 2010

Across all categories men earn 28% more than women

<http://owp.sccgov.org>

- 8:00 AM Registration and Continental Breakfast
- 8:30–9:00 AM 2012 EEO Priorities
- 9:00–10:00 AM **Plenary Panel: Social Media Best Practices.** Should I use social media to recruit? Should an employee or applicant's online activity factor into employment decisions? What are the consequences of monitoring social networking sites?
- 10:00–11:00 AM **Plenary Panel: Trending@EEOC.** Arrest and Conviction Records • Caregiver & Pregnancy Discrimination • Wage Gap (In My Backyard?) • Compensation Best Practices: Avoiding a Wal-Mart Situation • EEOC Interaction with Other Agencies.
- 11:10–12:10 PM **AM Workshop (select one)**
- Audits and Investigations: Responding to EEOC, DFEH and OFCCP.** Insider's guide to positive interaction with these agencies. Dana Johnson, EEOC San Jose Local Director, with Marlene Massetti, CA Department of Fair Employment and Housing, and Sharon Solero, Office of Federal Contract Compliance Programs.
- Pregnancy Discrimination + Compensation Best Practices.** Test your understanding with scenarios and discuss best practices. Sharon Terman, Legal Aid Society-Employment Law Center; Jamie Dolkas, Equal Rights Advocates; Esther Peralez-Dieckmann, Santa Clara County Office of Women's Policy.
- New Guidance**
- Background Checks.** How do I balance the need for safety and security at the workplace with the need to comply with state and federal civil rights and consumer laws? What does the EEOC's guidance mean for me? National Employment Law Project.
- 12:10 - 1:10 PM Lunch
- 1:10 - 4:00 pm **PM Intensive Workshop (select one)**
- Disability, Medical & Family Leave + Workplace Implications of Domestic Violence & Sexual Assault.** Employees often face family or medical situations that require time off— a key issue impacting caregivers. How do I navigate the amended Americans with Disabilities Act, Family Medical Leave Act and California's Paid Family Leave regulations? Also, which state and federal laws should guide my response to employees who have suffered domestic violence or sexual assault? Rachael Langston and Julia Parish, Legal Aid Society-Employment Law Center
- All Levels**
- EEO Flashpoints — How Not to Get Burned.** How should I deal with habitual complainers? Accommodate mental illness? Administer post complaint discipline? React to discriminatory customer preferences? Linda Ordonio-Dixon, EEOC Senior Trial Attorney, and Marcia Mitchell, EEOC Supervisory Trial Attorney
- 4:00 PM Adjourn

REGISTRATION FORM

**3 WAYS
TO
REGISTER**

2012 EEOC SAN JOSE SEMINAR

Event No. 12TSAN01

• **ON-LINE**

www.eeotraining.eeoc.gov

• **MAIL** EEOC TRAINING INSTITUTE

6501 RED HOOK PLAZA, SUITE 201

ST. THOMAS, VIRGIN ISLANDS 00802

• **FAX** to 703.787.8090

Have you attended EEOC sponsored training 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, Mgr, 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 _____

- Enrollment for both **Days 1 & 2, June 14-15**
- Enrollment for **Day 1 Thursday, June 14**
- Enrollment for **Day 2 Friday, June 15**

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 .

PAYMENT AMOUNT

One Day \$349 **Two Days** \$698

Online / Early Discount* **One Day** \$319 **Two Days** \$638

* **Discount** available for online credit card/electronic check payment registrations and for mailed check/faxed credit card payment registrations received by June 8, 2012.

PAYMENT TYPE

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.

**Please complete
one form
per attendee**

Person filling out this form (if different from registrant)

Name _____

Email _____

EEOC Tax ID #: 52-0812909

TOP REASONS TO ATTEND

2012 EEOC SAN JOSE SEMINAR

2012 SEMINAR LOCATION

**Dolce Hayes
Conference Center**
200 Edenvale Avenue
San Jose, CA 95136



DIRECTIONS

**From San Jose
International Airport**
(11 Miles)

Take Highway 87 (Guadalupe Pkwy) South to highway 85 South. Exit on Blossom Hill Road and turn left. Go 5 lights to Lean Ave. and turn left. Lean Ave. becomes Edenvale Ave. The Hayes Mansion Conference Center is approximately 1 mile on the left.

**From San Francisco
International Airport**
(Approx. 1 Hour)

Take Highway 101 South to the Blossom Hill Rd. /Silver Creek Valley Rd. Turn Right on Blossom Hill Rd. At Lean Ave. turn right. (Lean Ave. will become Edenvale Ave.) The Hayes Mansion Conference Center will be approximately 1 mile on the left.

EEOC offers you the best value for your training budget.

- Come for **Top Ten Lists** from every presenter, bullet points for the most critical EEO issues of 2012.
- Benefit from a peer network: opt-in for the **Conference Directory** AND receive the **Peer Top Ten Lists**, session notes capturing the best ideas and contributions from each session's discussion.
- **Improve your company's bottom line**, saving money, time and resources with smart policies, happy employees and a productive workplace.
- **Learn best practices** from experts who will keep your approach to EEO up to speed with the latest changes in the EEO laws and innovations in the workplace.
- **Meet the people who enforce the laws** and discover how EEOC and other government agencies analyze key EEO issues.
- **Receive your own EEO Library**, a searchable eight-volume Resource Guide on CD.

EEOC Webinars:

Learn more at
www.eeotraining.eeoc.gov



EEOC
Training Institute
...Learn from the Experts

**LET EEOC BE YOUR
TRAINING RESOURCE**

For more information contact:
Linda Li at (415) 625-5618
TTY (415) 625-5610
linda.li@eeoc.gov