

# *2008 Technical Assistance Program Seminar*

**St. Louis, Missouri  
May 15, 2008**

Presented by  
The EEOC Training Institute



**U.S. Equal Employment Opportunity Commission  
St. Louis District Office**

**EEOC**

*The Source for EEO Training*

***Seminar Location:***

Crowne Plaza St. Louis - Airport  
11228 Lone Eagle Drive  
St. Louis, Missouri 63044  
(314) 291-6700

***Register now at:***

**[www.eeotraining.eeoc.gov](http://www.eeotraining.eeoc.gov)**

Interested in On-Site EEO Training?  
L. Jack Vasquez @ 314-539-7944  
or [lloyd.vasquez@eeoc.gov](mailto:lloyd.vasquez@eeoc.gov)

## REGISTRATION INFORMATION

**Registration Fee: \$335** - Includes full-day session with lunch, refreshments at breaks, and a CD seven-volume EEO library. **Fee must accompany registration.** Credit card payment preferred. Check and government agency purchase orders are also accepted.

**Two Ways to Get the Reduced Price of \$299** - 1. Register on-line up to the day before the seminar. 2. Send your registration in by fax or mail with credit card or check payment 30 days before the seminar. **Payments by government purchase orders are not eligible for the Reduced Price.**

**Special Information Needed from Registrants Paying by Purchase Order:** Payment by federal agency purchase order can only be accepted when you provide a copy of your purchase order, your agency's 9-digit tax identification number, and your agency's 8-digit Agency Location Code. If any of these items are missing, we will not be able to confirm you for the seminar. The ALC number is the 8-digit agency location code requested on line 24 of the federal government SF-182 training form. If you are paying by state or local government purchase order, provide the email address to which the invoice should be mailed.

**Confirmation:** Registrants will receive confirmation upon receipt of complete registration information and fee. Space is limited; register early, preferably at least 10 working days before the seminar. Late registrations will be accepted on a space-available basis.

**Cancellation Policy/No-Show Policy:** Cancellations received more than 7 business days in advance of 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. **EEOC Tax Identification Number: 52-0812909**

**Persons needing a reasonable accommodation or special diet at the seminar:** Please indicate requirement on the registration form. We will call you concerning accommodation requests.

**Credits:** Approved by OFO for Annual Refresher Training for EEO Counselors & Investigators. Approved by the Missouri Bar for 7.7 Hours of Continuing Legal Education (CLE) Credit. Human Resource Certification Institute (HRCI) Re-Certification Credit Pending.

**Registration:** There are three ways to register. For immediate confirmation, **REGISTER ON-LINE** using a credit card at:

[www.eeotraining.eeoc.gov](http://www.eeotraining.eeoc.gov)

or **Mail** your registration application with payment to: EEOC Training Institute, P.O Box 83933  
Gaithersburg, Maryland 20883-3933

or **Fax** your registration with credit card payment to: **(301) 545-0718**

**For registration information:**

(800) 600-6157  
(800) 600-6158  
[eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov)

Customer Service  
TTY  
Email

**For information about the seminar contact:**

**Lloyd J. Vasquez, Jr.** (314) 539-7944  
(314) 539-7894  
(314) 539-7803  
[lloyd.vasquez@eeoc.gov](mailto:lloyd.vasquez@eeoc.gov)

Phone  
Fax  
TTY  
Email



**EEOC TRAINING INSTITUTE  
TECHNICAL ASSISTANCE PROGRAM SEMINAR  
St. Louis, Missouri    May 15, 2008**

**AGENDA**

- 7:00 a.m.            Registration**
- 8:00 a.m.            Welcome & Introduction**  
(L. Jack Vasquez, Jr., Administrative Judge and Acting Education/Outreach Manager, St. Louis District Office)
- 8:15 a.m.            The State of the District: Legal Issues & More**  
(James R. Neely Jr., Director, St. Louis District Office)  
Share the District Director's insight and perspectives on Commission initiatives and major legal issues within the District's five state jurisdiction.
- 8:30 a.m.            OOPS! I DID IT AGAIN!**  
**Mistakes Managers Make Leading to EEO Complaints**  
(Sharron Blalock, Principal, Prevention or Penalty, LLC)  
Would you like some practical advice for avoiding an unwanted EEOC visit? This EEO expert and business and industry consultant will discuss the top ten "common sense" mistakes managers make that often invite EEO complaints. Receive practical advice and guidance to reduce the potential for an EEOC investigation. Time for Q&A allotted.
- 10:00 a.m.            Break**
- 10:00 a.m. -  
-11:10 a.m            Workshop A: Who's Investigating Us? Why? And What's Next?**  
(Maggie McFadden and Dana Engelhardt, Supervisory Investigators, St. Louis District Office, and Eric Krekel, Director of Operations, Missouri Commission on Human Rights)  
This informative session will give you all the information you need regarding the investigative process and responding to an investigation including federal and state statutory and regulatory authority as well as the interface between the EEOC and MCHR.
- Workshop B: Labor & Employment Law Update**  
(Robert W. Stewart, The Lowenbaum Partnership, LLC)  
Join an experienced labor and employment attorney specializing in representation of management in a review and analysis of recent and significant labor and employment law cases affecting the workplace. A must for all levels of HR and Labor & Employment Law professionals.
- Workshop C: Nooses, Nasty Nouns & Nefarious Workplaces**  
(L. Jack Vasquez, Jr.)  
Although the majority of our prevention efforts are directed to forms of subtle discrimination, recent years have witnessed a troublesome increase in overt forms of discrimination. This interactive review will cover case law trends in the area of "not so subtle" discrimination as well as a discussion of prevention approaches and strategies.
- 11:20 a.m. -  
-12:30 p.m.            Workshop D: Enforcement Guidance Update: Caregiver Discrimination**  
(Sylvia M. Smith, District Resource Manager, St. Louis District Office)  
Although federal EEO laws do not prohibit discrimination against caregivers *per se*, discriminating against caregivers may well constitute unlawful conduct under multiple circumstances. This informative session will review the Commission's Enforcement Guidance with discussion of identifying and avoiding problematic circumstances.

**Workshop E: Federal Sector Case Law Update**

(Andrea M. Niehoff, Administrative Judge, St. Louis District Office)

A review of the most recent decisions of the Commission’s Office of Federal Operations and their impact on federal agencies. An absolute must for federal agency EEO and HR professionals, EEO counselors and investigators and federal sector practioners.

**Workshop F: Harassment – It’s Not Just About Sex Anymore**

(Sharron Blalock, Principal, Prevention or Penalty, LLC)

A look at recent charges and employment discrimination litigation costs emphasizes the need for employers to be proactive in preventing workplace harassment. Receive practical advice in this workshop on how to identify, prevent and lessen workplace harassment through group discussion of actual case studies. Plenty of time for Q&A.

**12:30 p.m. Lunch and Networking**

**1:40 p.m. - Repeat Workshops**  
**- 2:50p.m. Workshop A: Who’s Investigating Us? Why? And What’s Next?**  
**Workshop B: Labor & Employment Law Update**  
**Workshop F: Harassment – It’s Not Just About Sex Anymore**

**2:50 p.m. Break**

**3:05 p.m. - Repeat Workshops**  
**- 4:15 p.m. Workshop C: Nooses, Nasty Nouns & Nefarious Workplaces**  
**Workshop D: Enforcement Guidance Update: Caregiver Discrimination**  
**Workshop E: Federal Sector Case Law Update**

**2007 EEOC TRAINING INSTITUTE TAPS REGISTRATION FORM**

**Enroll me for the seminar in St. Louis, Missouri on May 15, 2008**

(Please print and use a separate form for each attendee. Fax registration form to (301) 545-0718 or mail to EEOC Training Institute, PO Box 83933, Gaithersburg, MD 20883-3933)

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ MI \_\_\_\_\_

Job Title \_\_\_\_\_

Business/Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Business Telephone ( ) \_\_\_\_\_ (9 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 seminar? Yes No Describe accommodation requested or special diet needed \_\_\_\_\_

\_\_\_\_\_

AMOUNT OF PAYMENT:        \$335            \$299 Reduced Price\*

**\*Reduced price available for on-line registration up to day before the seminar or when check payment received 30 days before the seminar.**

**Credit Card**    9 Mastercard    9 Visa    9 American Express    9 Discover

Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

Cardholder Email address \_\_\_\_\_

**9 Check Payment to EEOC Training Institute**

**9 Fed Government Purchase Order** – 8-digit Agency Location Code (Required) \_\_\_\_\_

**9 State or Local Government Purchase Order** - Email address for invoice \_\_\_\_\_

**Have you previously attended an EEOC sponsored seminar, course or conference?**    Yes    No

**# of Employees at your facility?**    Under 50    50-99    100-249    250-499    500-999    1,000-1,999  
2,000+

**Your Organization's Business or Industry Type:**    Federal Government    State/Local Government    Other

**Your Position Category:**

- Attorney
- ADR/Mediator
- EEO Director, Manager, Supervisor
- EEO Investigator, Counselor, Staff
- HR Director, Manager, Supervisor
- HR Staff
- Other Director, Manager, Supervisor
- President, CEO, Owner
- Union Representative
- Other \_\_\_\_\_

**How did you hear about this seminar?**

- Brochure in Mail
- Email
- Website/Internet
- Newspaper Ad
- Colleague
- EEOC Event
- Professional Organization
- SHRM
- Other \_\_\_\_\_