Course Overview

Understanding the EEO process from start to finish

How You Will Benefit

It happens. Employees make claims of harassment and discrimination in the workplace. Such claims are to be taken seriously and a skillful investigator can quickly gather the facts and proficiently draft a reliable report summary of what happened.

This course is designed and delivered by experienced EEO professionals with an understanding of adult learning for increased interaction and comprehension. Newly appointed investigators as well as those seeking new skills will benefit with updated knowledge, tips and tools.

Course Objectives

Upon completion of this 32-hour course that complies under the revised EEO Management Directive MD-110, participants should:

- understand an overview of the entire EEO investigative process (both federal and private sector) to include time frames, EEO laws enforced by EEOC and theories of discrimination.
- understand the role and responsibility of an EEO Investigator.
- understand investigative techniques for
  - 👍 accurately preparing an investigative plan,
  - 👍 identifying models of proof in employment discrimination cases,
  - 👍 collecting and examining documentary and electronic evidence under the appropriate discrimination theory,
  - 👍 interviewing witnesses and making credibility determinations
  - 👍 addressing the components of a disability discrimination case and harassment,
  - 👍 and exploring the aftermath associated with claims of retaliation.
- understand recordkeeping and handling of documents and medical information
- understand what constitutes an impartial and inclusive report that enables a reasonable decision maker to conclude whether illegal discrimination occurred.
- be able to assemble and organize the investigative file to include a draft summary.

The Value:

- An **Interactive setting** for learning with peer professionals.
- An Opportunity to **apply concepts as you learn** in a risk-free atmosphere
- An understanding of the **federal versus private EEO reporting process**
- **A set of materials** that include an Investigator Companion reference book, important participant handouts and learning summary
- **MD-110 Certificate** – provided to attendees completing all course requirements.
- **30 PDCs** - Recertification credit for SHRM -CP/SCP
- **No worries environment.** Everything is covered, -- a great facility, downtown garage parking, great food, great learning and great company. **Just show up and learn.**

Survey responses from past attendees...

"Well worth the time spent."
"I would recommend this course to others."
"Group interaction and venue set-up was great."
"Sharing among peers was invaluable."
"The guest speakers brought valuable depth."

Who should attend?

- Any HR/Employee Relations Professional in any employment sector seeking an overview of the EEO Process and developing investigative skills.
- The Private sector, Federal, State and local government employers, contractors under OFFCP guidelines and those placing workers on Federal Government sites.
- HR Professionals seeking to obtain MD-110 Certificate or professionals seeking independent contractor opportunities.

Class Duration: 4 days plus completion of two hours of pre-work
8:30 am – 5 pm on M-TH
Location: Tower Club Ft. Lauderdale
Regions Mortgage Building
100 SE 3rd Ave 28th floor,
Fort Lauderdale, FL 33394
Date: January 27-30, 2020 *(M-TH)*

Cost: $1895*
$1795 (Early registration by January 10, 2020)
5% discount for public sector and non-profit

* Added Value -
Includes Lunch, with morning/afternoon snacks
  - **Free Downtown garage parking**
  - **Highly interactive format**
  - **guest speakers (TBA)**

Hotel Accommodations - Participants make their own arrangements.
* Register and pay through Eventbrite. Inquire at contactus@AmediateLLC.com *for additional pay options.*
 Register early on Evetbrite. Class size is limited to create the best learning experience.

AMEDIATE LLC
Navigating real conversations in the workplace