

# Workplace EEO Investigator Training

Overview and Overlap – Federal, State/Local, and Private Sectors

Coming to Norfolk, VA – February 24-27, 2020

## Understanding the EEO process from start to finish



### How You Will Benefit

A skillful investigator is crucial when an employee claims they have been discriminated against in the workplace due to their protected status under EEO enforced laws. It is important that professionals tasked with the duty to investigate what happened can quickly uncover the relevant facts and skillfully draft a reliable report summary.

This course is delivered by experienced EEO professionals with an understanding of adult learning for increased interaction and comprehension. Content is designed for newly appointed employee complaint investigators seeking new skills as well as those wanting a refresher to update their knowledge and gain new tips and tools.

### Course Objectives

Successful completion of this course will give participants a thorough understanding of the investigatory skills mandated in the 32-hour required training as revised EEO Management Directive MD-110 which includes:

- an overview and understanding of the entire EEO investigative process (both federal and private sector) to include time frames, EEO laws enforced by EEOC and theories of discrimination.
- an understanding of the role and responsibility of an EEO Investigator.
- an understanding of 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, understanding the components of a disability discrimination case and harassment,
  - 👉 and the aftermath associated with claims of retaliation.
- an understanding of recordkeeping and handling of documents and medical information
- an understanding of what constitutes an impartial and inclusive report that enables a reasonable decision maker to conclude whether illegal discrimination occurred.
- an ability to assemble and organize the investigative file to include a draft summary.

### Course Added 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
- Attendees provided a set of materials that include an Investigator Companion reference book, important participant handouts Participant Guide and one-page learning summary
- Attendees who complete all course requirements will receive a Certificate of Completion certifying they have met MD-110 requirement
- 30 PDCs - Recertification credit for SHRM -CP/SCP

### 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:** Town Point Club -- Norfolk

101 West Main Street, Suite 300

Norfolk, VA 23510

**Date:** February 24-27, 2020 (M-TH)

**Cost:** \$1895\*

*\$1795 (Early registration by February 7, 2020)*

*5% discount for public sector and non-profit*

### \* Added Value -

**Includes Lunch, with morning/afternoon snacks**

- Downtown parking in building

- Highly interactive format

- guest speakers (TBA – professionals in the industry)

**Hotel Accommodations** - Participants make their own arrangements.

\* Register and pay through Eventbrite. Inquire at [contactus@AmediateLLC.com](mailto:contactus@AmediateLLC.com) for additional pay options.

**Register early at**

<https://eoo-investigator-training-norfolk-feb2020.eventbrite.com> . **Class size is limited to create the best learning experience.**