

# Workplace EEO Investigator Training

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

“Live” Online September 22-25, 2020

## 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 online 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.** Great learning and great company. **Just click, show up and learn.**

#### Survey responses from past attendees...

- “Virtual learning for this course was better than imagined.”
- “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.”
- “I’m new in the field and very glad I took this course”

#### 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, Federal sector employees needing the MD-110 or professionals seeking independent contractor opportunities.

#### Class Duration: 4 days plus completion of two hours of pre-work

8:30 am – 5 pm on Tuesday-Friday

Location: Online

Date: September 22-25, 2020 (T-F)

Cost: \$1695\*

*\$1595 (Early registration by September 4, 2020)  
5% discount for public sector and non-profit*

#### \* Online class includes:

- Book and printed materials
- Prework required assignment

\* Register early and pay through Eventbrite.

<https://eeoinvestigator920amllc.eventbrite.com>

Inquire at [contactus@AmediateLLC.com](mailto:contactus@AmediateLLC.com) for additional pay options.

**Class size is limited to create the best learning experience.**

