

Gilbert Training Group, LLC

TINS # 84-3026274

ESSENTIAL TIPS FOR MANAGERS: MANAGING SMARTLY AND PREVENTING EEO COMPLAINTS REGISTRATION FORM FOR EMAIL OR USPS MAIL

gilberttraininggroup@gelawyer.com 1100 Wayne Ave, Ste. 900, Silver Spring, MD 20910

Essential Tips for Managers: Managing Smartly and Preventing EEO Complaints

Instructors: Gary Gilbert

Location: Virtual (Zoom for Government)

Class begins at 1:00 PM EST and ends at 4:30 PM EST

This training covers everything a supervisor or manager needs to know to avoid complaints of discrimination, and advice about how to effectively manage a workforce when employees have filed complaints. These afternoon sessions are designed to provide an opportunity for managers and supervisors to learn about the EEO complaints process, and how to manage smartly to prevent EEO claims from being filed in the first place. The session will also provide an overview of the EEO complaints process, including EEO counseling, alternative dispute resolution and mediation, investigations of EEO complaints filed by employees, and best practices for submitting an affidavit in an EEO investigation. Topics covered will include what workplace actions can be included in an EEO complaint, what the employee must be able to show to be successful in an EEO complaint, best practices for testifying at a hearing, and a discussion of retaliation and the types of protected activity that is considered under retaliation claims. This course will facilitate a candid conversation and the opportunity to ask questions about challenges supervisors and managers face managing employees in the federal workplace.

This is an afternoon training we are offering on several different dates. Please select the date for your registration.

Wednesday, November 16, 2022

Tuition: \$295 per registrant

TOTAL: \$295

REGISTRANT INFORMATION

Name		
Title		Phone
Agency		
Address 1		
Address 2		
City/State/Zip		
Email		
Choose one method of payment	<input type="checkbox"/> Purchasing Document: attach completed and approved SF-182 or equivalent. (Incomplete documents may not be acted upon)	
<input type="checkbox"/> Credit Card	Number	Expiration Date / CVV /

Cardholder Name	
Cardholder Email	
Cardholder Phone	

- **Credit card** will be charged tuition approximately one week prior to the training, with receipts to the cardholder no later than the first date of training.
- **Purchase document** invoices will be submitted on last date of training with net 30 days terms.
- **Cancellations:** Registration can only be cancelled by COB 11/2/22, two weeks prior to start of the training. Tuitions have not been charged yet at this time so refunds are not necessary.
- Rescheduling requests after this deadline are subject to a \$50 administrative fee. Substitutes with another student attending are limited to one sub filling in the original registrants' registration dates.
- There are no refunds, and no credit issued for partial attendance or 'no-show' of confirmed students' tuitions.
- Gilbert Training Group, LLC reserves the right to cancel. In the event that happens, you will receive a full refund of any fee charged.
- **IMPORTANT:** If you do not receive an email confirmation from Gilbert Training Group within seven days of submission YOU ARE NOT REGISTERED. Call us immediately. Registrations confirmed subject to space availability.
- Individual CLE applications and filing fees are the responsibility of each attorney attendee. Travel arrangements are the responsibility of the attendee.

