

Gilbert Training Group, LLC

TINS # 84-3026274

DIVERSITY & INCLUSION AND IMPLICIT BIAS REGISTRATION FORM FOR EMAIL OR USPS MAIL

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DIVERSITY & INCLUSION AND IMPLICIT BIAS October 25 & 26, 2022

Instructors: Gary Gilbert, Deryn Sumner, Dwight Lewis, and Shannon Leary

Location: Virtual (Zoom for Government)

Class begins daily at 9 AM EST, with hour lunch break at 12:30 PM EST and dismissal by 4:30 PM EST.

Below, please check next to each date for which you are registering:

Tuesday, October 25: Sessions on this day will focus on diversity and inclusion, why it's important in today's workplace and how we can incorporate diversity and inclusion in hiring and promotion practices and effectively communicate the importance of it throughout the federal workforce. We will also discuss what constitutes workplace discrimination. We'll cover the federal civil rights laws that protect against discrimination in the workplace, as well as theories of discrimination including disparate treatment, disparate impact, reprisal, harassment, and failure to accommodate disabilities and religious beliefs.

Wednesday, October 26: Sessions on this day will focus on the concept of implicit bias and explore how it impacts decisions and perceptions made in the workplace. We'll include practical tips for identifying and addressing implicit bias, as well as hypotheticals intended to create a dialogue on this subject. We'll also address effective tools in identifying and preventing workplace discrimination and harassment in all aspects of employment. Attendees will also learn appropriate corrective actions that must be taken when harassment and/or discrimination occur in the workplace, and tools to prevent future situations. We will also cover the importance of empowering leadership to prevent claims of discrimination and harassment. Finally, we'll conclude with practice pointers for effectively managing employees who have raised EEO complaints to avoid future claims of retaliation.

Tuition: Any single day = \$350, per registrant and only within same training week.

TOTAL: 1 Day = \$350 2 Days = \$600

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 10/11/22, 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.

