

Gilbert Training Group, LLC

TINS # 84-3026274

INVESTIGATING CLAIMS OF HARASSMENT REGISTRATION FORM FOR EMAIL OR USPS MAIL

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

Investigating Claims of Harassment

Instructors: Shannon Leary & AJ Hill
Location: Virtual (Zoom for Government)
Time: 9:00 AM – 4:30 PM EST

The course will discuss how to prevent and handle appropriately claims of harassment in the post-#metoo era. Agency attendees will learn the best way to handle and investigate harassment claims, including a discussion of how best to implement the recommendations made by the EEOC's Select Task Force on the Study of Harassment in the Workplace. The course will also cover what additional steps an agency should take when harassment does occur in the workplace to promptly address it and prevent its reoccurrence. Managers, Agency personnel responsible for conducting harassment inquiries, and those involved in EEO investigations should not miss this course!

Wednesday, April 19, 2023 Virtual

Tuition: \$495 per registrant

Early Bird Special: \$450 per registrant if Registered by 3/19/2023

TOTAL:

\$

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	
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- **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 04/05/2023, 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.

