

Gilbert Training Group, LLC

TINS # 84-3026274

UEI # YDN4AJ3M1PN3

APPROPRIATELY HANDLING & PREVENTING WORKPLACE HARASSMENT: SEXUAL HARASSMENT REGISTRATION FORM FOR EMAIL OR USPS MAIL

gilberttraininggroup@gelawyer.com

8403 Colesville Rd., Ste. 1000 Silver Spring, MD 20910

Appropriately Handling & Preventing Workplace Harassment: Sexual Harassment

Instructors: Gary Gilbert, Shannon Leary, & AJ Hill
Location: In-person (Silver Spring, MD) & Virtual (Zoom for Government)
Time: 12:00 PM – 4:00 PM EST

This course will discuss how to prevent and appropriately handle 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. We will also cover what additional steps an agency should take when harassment does occur in the workplace to promptly address and prevent its reoccurrence. Managers, Agency personnel responsible for conducting harassment inquiries, and those involved in EEO investigations should not miss this course!

Friday, Nov. 3, 2023

Virtual

In-person

Tuition: \$550 per registrant OR

Early Bird Special: \$495 if registered by 10/06/2023.

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		Phone	

Cardholder Address

- **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 the last date of training with net 30 days terms.
- **Cancellations:** Registration can only be cancelled by COB 10/20/2023, two weeks prior to the start of the training. Tuition has 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.

