

# Gilbert Training Group, LLC

TINS # 84-3026274

UEI # YDN4AJ3M1PN3

## APPROPRIATELY HANDLING & PREVENTING WORKPLACE HARASSMENT: OTHER BASIS OF HARASSMENT

REGISTRATION FORM FOR EMAIL OR USPS MAIL

[gilberttraininggroup@gelawyer.com](mailto:gilberttraininggroup@gelawyer.com)

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

### Appropriately Handling & Preventing Workplace Harassment: Other Basis of Harassment

Instructors: Gary Gilbert, Deryn Sumner & Dwight Lewis  
Location: In-person (Silver Spring, MD) & Virtual (Zoom for  
Government)  
Time: 12:00 PM – 4:00 PM EST

In order to assert successful affirmative defenses, agencies must act promptly and appropriately once harassment is reported. This training will address what steps agencies must take when allegations of harassment are received. Participants will take away from this training an understanding of the legal requirements and practical considerations for responding to allegations, or other knowledge of, harassment in the federal workplace. Attendees will learn how to distinguish between actionable harassment and workplace slights that do not rise to the level of harassment, and the needed elements to establish affirmative defenses to harassment. This session discusses and incorporates the latest case law and guidance from the EEOC, including the recently issued "Promising Practices for Preventing Harassment in the Federal Sector."

Friday, Dec. 1, 2023

Virtual

In-person

**Tuition: \$550 per registrant OR**

**Package Deal: \$495 if also registering for *Workplace Civility: Addressing Bullying & Establishing a Culture of Inclusion*  
OR**

**Early Bird Special: \$495 OR \$470 for Package Deal if registered by 11/03/2023.**

TOTAL:

\$

### REGISTRANT INFORMATION

Name			
Title		Phone	
Agency			
Address 1			
Address 2			
City/State/Zip			
Email			
<b>Choose one method of payment</b>	<input type="checkbox"/> <b>Purchasing Document:</b> attach completed and approved SF-182 or equivalent. (Incomplete documents may not be acted upon)		
<input type="checkbox"/> <b>Credit Card</b>	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 11/17/2023, 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.

