

Gilbert Training Group, LLC

TINS # 84-3026274

UEI # YDN4AJ3M1PN3

WORKPLACE CIVILITY: ADDRESSING BULLYING & ESTABLISHING A CULTURE OF INCLUSION

REGISTRATION FORM FOR EMAIL OR USPS MAIL

gilberttraininggroup@gelawyer.com

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

Workplace Civility: Addressing Bullying & Establishing a Culture of Inclusion

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

This course discusses how to distinguish between workplace bullying and incidents which have or could lead to actionable claims of harassment and what obligations supervisor and managers have to take prompt corrective action in response to such incidents. The session will include discussion on how to create a work environment where employees feel heard and valued, how to approach diversity and inclusion in the federal workplace and how to address claims of bullying in the workplace, and how implicit bias can exist in various aspects of employment such as hiring, promotion, and performance and conduct issues.

Thursday, Nov. 30, 2023

Virtual

In-person

Tuition: \$550 per registrant OR

Package Deal: \$495 if also registering for *Appropriately Handling & Preventing Workplace Harassment: Other Basis of Harassment* OR

Early Bird Special: \$495 OR \$470 for Package Deal if registered by 11/02/2023.

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	
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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 11/16/2023, 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.

