

THE OKLAHOMA MERIT PROTECTION COMMISSION
AND
THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
Present
Employment Dispute Investigations

One-Day Training Session serving Breakfast and Lunch
May 31, 2007
At the Will Rogers Theatre
4322 N. Western
Oklahoma City, OK
www.willrogerstheatre.com

The Oklahoma Merit Protection Commission has contracted with the United States Equal Employment Opportunity Commission to bring to Oklahoma City a one-day training on conducting investigations. This course is designed to help navigate through the internal grievance process, refresher training for Alternative Dispute Resolution Facilitators, to help agency personnel conduct internal investigations of a non-discriminatory nature and to meet Oklahoma Merit Rule 530:10-3-22(3). *Training requirements for discrimination complaint investigators*, Oklahoma Merit Rule 530:10-3-78. *Training requirements for affirmative action personnel*, Oklahoma Merit Rule 455:10-19-22(2). *Internal agency grievance manager responsibility*.

- We will discover how to develop an **Investigative Plan** based on the issue(s) of the complaint.
- We will explore the **Challenges and Issues** for EEO Investigators.
- We will examine **Theories and Analysis of Discrimination**.
- We will analyze how to **Conclude the Investigation and Assemble the Case**.
- We will learn **Report Writing** skills and "best-practice" methods.

Training will be conducted all day Thursday, May 31, 2007 and will be accredited six hours (.6 CEU's) of Continuing Education Units for supervisors, Grievance Managers, Alternative Dispute Resolution Facilitators, Affirmative Action Personnel and Discrimination Complaints Investigators.

Early Bird Special: For registrations received by May 1, 2007, the training will cost \$200.00 per person. For registrations received after May 1, 2007, the training will cost \$250.00 per person. Registration Fee Includes: Training Material, Breakfast and Lunch.

Breakfast Buffet includes Fluffy Scrambled Eggs * Smoked Bacon * Sausage Links * Breakfast Potatoes * Country Biscuits & Gravy * Orange, Tomato & Cranberry Juice * Coffee * Tea.

Lunch Buffet includes Pan Roasted Chicken Breast with pan jus * Green Beans Almandine * Wild Rice * Caesar Salad with Romaine Lettuce & Shredded Parmesan Cheese * Coffee * Tea

Conference Registration Form

Name: _____
Agency: _____
Phone: _____
Fax: _____

Method of Payment

Cash or Check
 Purchase Order/Government Voucher
PO# _____
Oklahoma Merit Protection Commission
Vendor Number 0000000298
FEI: 736017987

Mail Registration to:

Oklahoma Merit Protection Commission
3545 NW 58th, Suite 360
Oklahoma City, OK 73112

Or fax to:

(405) 528-6245

Or e-mail to:

pormerod@mpc.ok.gov

Employment Dispute Investigations Agenda

Thursday, May 31, 2007

7:45 a.m. – 8:00 a.m. Registration

8:00 a.m. – 8:30 a.m. Breakfast

**8:30 a.m. - 11:30 a.m. Theories and Analysis of Discrimination
Developing the Investigative Plan
Concluding the Investigation**

11:30 a.m. – 12:30 p.m. Lunch

**12:30 p.m. – 4:30 p.m. Assembling the Case
Report Writing
Challenges and Issues for EEO Investigators**

All subjects will be taught by Judge Lloyd Vasquez of the United States Equal Employment Opportunity Commission in accordance with Oklahoma and Federal Equal Employment Opportunity laws and rules. Judge Vasquez resides over EEOC cases and is also a training facilitator.