

May 21, 2009



Investigative

Report Writing:

How to Write an Investigative Report

Waterford Marriott
6300 Waterford Boulevard
Oklahoma City, OK 73118

8:30 am - 4:30 pm

Registration begins at 8:00 am

Click [here](#) to register online or visit www.mpc.ok.gov

*Space is limited



The Oklahoma Merit Protection Commission (MPC) announces a one-day writing workshop for Investigators, Resolution Decision Makers, Affirmative Action Officers, and Attorneys. The May 21, 2009, writing seminar will include a review of the substantive law in some of the most frequently occurring employment cases. This highly interactive program will give participants opportunities to write sample reports. Reports will be randomly selected from the participants and critiqued by the EEOC Administrative Law Judge Lloyd Vasquez.

The afternoon session will include a special presentation from Tom Patt, the Division Director of Compensation for the Office of Personnel Management. Mr. Patt will provide an overview of the human resource options available to agencies to respond to budget shortfalls. Included will be a review of reduction in force, furloughs, and voluntary buyouts. The focus of this session is not to provide in-depth procedural instruction, but rather to familiarize participants with the basic elements of programs that may possibly be employed by some agencies to address the state's current fiscal condition.

This training is approved for (.6 CEU) for Discrimination Complaint Investigators, Grievance Managers and Affirmative Action Officers. Continuing Legal Education credit is pending with the Oklahoma Bar Association.

The early registration fee for this training is \$200 for participants who sign up on or before May 1, 2009. The registration fee is \$225 after May 1, 2009. Continental breakfast and lunch are included, along with the course materials. A full refund will be provided for cancellations by May 14, 2009, before 5:00 pm central standard time. Cancellations after May 14, 2009, are subject to a \$25 cancellation fee.

For questions, contact Patti Ormerod (pormerod@mpc.ok.gov) or Jenny Chong (jchong@mpc.ok.gov) at 405.525.9144. Visit the Oklahoma Merit Protection Commission's website at www.mpc.ok.gov.

