

# OK Training Tribute



OK Training Tribute Committee.  
Hosted by the Office of Personnel Management Website

## Oklahoma for Civil Rights, Inc. Discrimination Complaints Investigators Training

Written By: *Rosalyn A. Jacquett, PhD/abd (President/CEO)*

The long awaited training for those persons who desired to become certified and were designated by their appointing authority, to investigate complaints of employment discrimination in executive branch agencies was held on May 4-7, 2010, at The Center, 4325 NW 50<sup>th</sup> Street in Oklahoma City. The attendees included: Susan Burris, Tina Calloway, Craig Cates, Judy Chance, Lena Daniels, Michael Delong, LaQuitta Dorsey, Tom Ferguson, Bridgett Griffin, Candace Gutierrez, Gary Hampton, Kathy Haney-Crabb, Ronald Henry, Tamar Hodge, Rosalyn A. Jacquett, Brenda Jarrell, Travis Kirkpatrick, John W. Marshall, Kara Morrow, William A. Nicholson, Crystal Nolen, Kimberly Poff, Julie Rice, Nanette

Robertson, Leanne Saunders, Catherine Sharp, Carol Shelley, Wendy Simpson, Jan Smith, Jeri Stroup, Eva Underwood, Ayana Wilkins, Emma J. Woodford, and Cynthia Zinn.

The course included current knowledge of: Oklahoma and federal equal employment opportunity laws and rules; theories of discrimination and burdens of proof; planning and conducting complete and impartial investigations; techniques for interviewing witnesses; collecting relevant evidence; documenting the record of investigation; preparing the written report of investigation, Title VI; Americans with Disabilities Act of 1990; The Federal Rehabilitation Act of 1973; Investigating discrimination complaints, and Diversity and Affirmative Action.

The feedback from the partici-

pants was very positive. The evaluation results indicated good/very good choice of location and facility, excellent meals, very good opportunity for networking and table discussions, great interactions and case study examples, excellent choice of facilitators and their material, excellent discrimination complaints investigator workbook and prepared notes, and suggestions for future training to be sponsored by the Oklahoma Alliance for Civil Rights, Inc.

On behalf of the Board of Directors and the members, we wish to extend our special thanks and appreciation to the Office of Personnel Management, Office Depot, Talbot Services Corporation, Oklahoma Employees Credit Union, FedEx Office, Best Buy, Nylasor, Inc, and the supporting State Agencies.

## The Next Training Council Meeting

The Training Council meeting will be held on June 22, 2010 at 1:30 pm at the Jim Thorpe building in room CR 560.

The Training Steering Committee is requesting that all attending bring their training resources to the meeting. This includes

classes, rooms for training, curriculum, instructors, schedules. We'll then compile the data so all state agencies are able to share.

### Agenda:

- Share training resources with the group. Training Tribute will be happy to add it to the July issue

of the newsletter.

- If there is anything that needs to come in front of the Council from the various committees, the issues will be brought up at this time.
- Demonstration of OK Train by Brad Casper.

*Continued...*

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*Our mission is to distribute the most current and pertinent training news and to collect information regarding unfulfilled needs for training. We hope to be a source of information for training managers and supervisors throughout Oklahoma.*



## Up-Coming HCM & CORE Courses

### COR123 General Ledger Report Course

June 3, 2010 1:30 pm to 4:30 pm  
Held at the CORE Training Room

### COR123 General Ledger Reports Activity 284

June 17, 2010 1:30 pm to 4:30 pm  
Held at the CORE Training Room

### HCM HR and PY Lunch and Learn Session

June 9, 2010 11:30 am to 1:00 pm

Also, keep in mind that all previous HCM Lunch and Learn session notes can be found on the HCM website under HCM Module News and Brown Bag Notes.

## Basic Parliamentary Procedure Workshops

Oklahoma State Association of Parliamentarians presents this workshop to aid individuals in learning Roberts Rules procedures, parliamentary law, decorum in debate, by-laws and governing of associations, recordings, nominations and elections as well as steps for handling motions or orders of business. The Professional Registered Parliamentarians (PRP) and members of the National Association of Parliamentarians (NAP) will serve as workshop presenters for the workshop sessions.

This workshop will run on Friday, June 18 and/or Saturday, June 19, 2010. Cost is \$30 to \$50 per day and lunch is included on Friday. This vendor has been established for government use so Purchase Orders can be utilized.

Seminars will be held at the Wyndham Garden Hotel at 2101 South Meridian Ave., Oklahoma City, OK. (For hotel reservations, call (405) 685-4000 and ask for Group Rate of \$99 including 2 breakfast buffets.)

Please contact George Counselman for further details or to register at 405-330-9273.

## Continued...Training Council Meeting

Brad is with the Department of Health and uses this vehicle for training purposes. Currently he's happy to share this training with other state agencies at no cost as long as it doesn't require additional work for the Health Department.

- Now that we've met a couple of

times, we want to break-out into our subcommittees and hopefully spend about 15 minutes on getting some short range plans that we can accomplish soon. Long range planning is needed, but we first want to make this council more productive.

- Short Reports from subcommit-

tees. Each committee should discuss a plan of action for the next Training Council Meeting in September.

- Find out if the Training Tribute is being read.
- Schedule of meetings for the upcoming Training Council?