

Pre-Conference Training Session

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**November 14, 2011
Sheraton Hotel at Four Seasons
0730-1700**

The Complaints Management, Compliance and Adjudication Division presents:

EEO Annual Refresher Certification:

- This course provides the EEO professional with the required mandatory 8 hours annual training refresher certification as required by federal law and meeting compliance requisite as defined by the Equal Employment Opportunity Commission (EEOC) regulatory guidelines. Participants upon completion will have the related data regarding informal and formal complaints processing procedures and changes, if any, awareness of investigative processes and changes, if any and have the necessary skills to perform basic EEO counselor/facilitator skills at the journeyman, intermediate or senior level.

Note: Completion of the 8 hours refresher training course is mandatory to receive and meet annual certification required by EEOC and granted by NGB, the agency. Attendees will be assigned to journeyman, intermediate and senior classes according to working knowledge levels. Course length 8 hours (time listed includes 1 hr lunch)

Space is limited. SEEMs only. Please email this reservation form to: Mr Eric Santiful at: Eric.Santiful@us.army.mil no later than November 3 to reserve your seat. You may Fax it to (703) 607-1239. No phone reservations please.

Name: _____ Position: _____

Phone: _____ Email : _____

Rank: _____ Fax: _____

Date and Time of Arrival: _____

EO/EEO Training Conference Registration Sent?: Yes _____ No: _____

Hotel Room Reservation Made? Yes: _____ No: _____

