

## SMALL-GROUP WORKSHOP ANNOUNCEMENT

Have you ever heard a racial joke at work or received a dirty email from a coworker? You are not alone! EEOC claims of discrimination, harassment, and retaliation have soared to record high levels in the past few years. Hence, it is now more critical than ever that companies train supervisors, managers, and human resource professionals on these topics. Training helps prevent claims and minimize legal exposure should a claim be filed.

In this small-group workshop, attendees will learn practical strategies to help them manage in ways that minimize liability and promote respectful workplaces. Knowledgeable Council staff will lead attendees through a thought-provoking discussion, providing real-world examples and no-nonsense answers to the following questions:

- ▶ What are discrimination, harassment, and retaliation?
- ▶ How do such behaviors impact the workplace?
- ▶ When is an employer liable?
- ▶ How can you personally avoid these illegal behaviors?
- ▶ What are your additional, preventative management responsibilities?
- ▶ What should you do if you receive an employee complaint?



**Who should attend:** Any supervisor, manager, or human resource professional who has not recently completed management-level training on workplace discrimination, harassment, and retaliation. **Small-group workshops are limited to 13 attendees and are for Council members only.**

**Certification:** This program is approved for 2.0 general recertification hours toward PHR, SPHR, and GPHR recertification through HR Certification Institute.

<b>Where:</b> The Employers Council 175 W 200 S #2005, SLC, UT	<b>When:</b> Tuesday, May 1, 2012 Workshop: 8:00 - 10:00 a.m. Registration & continental breakfast: 7:45 - 8:00 a.m.
<b>Cost:</b> \$79 per Council member	

<p><b>REGISTRATION INFORMATION:</b></p> <p>Name _____</p> <p>Name _____</p> <p>Name _____</p> <p>Company _____</p> <p>Address _____</p> <p>City/State/Zip _____</p> <p>Phone _____ Fax _____</p> <p>E-mail Address(es) of person(s) to receive reminder: _____ _____ _____</p>	<p><b>PAYMENT METHOD:</b></p> <p><b>Cost: \$79 per Council member (Council members only)</b></p> <p>___ Check Enclosed</p> <p>___ Bill Me</p> <p>___ Charge Credit Card</p> <p>___ Visa ___ Master Card ___ Amer Exp ___ Discover</p> <p>Credit Card # _____</p> <p>Expiration Date _____</p> <p>Name on card _____</p> <p>Signature _____</p> <p><i>Refund given if cancellation is received at least one week prior to workshop</i></p>
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**Register for *Discrimination, Harassment, & Retaliation: Managing to Minimize Liability* by:**

E-mail: <a href="mailto:info@ecutah.org">info@ecutah.org</a>	Mail: The Employers Council
Fax: 801-364-8915	175 W 200 S, Suite 2005
Phone: 801-364-8479	Salt Lake City, UT 84101

\* The use of this seal is not an endorsement by HR Certification Institute of the quality of this program. It means that this program has met HR Certification Institute's criteria to be pre-approved for recertification credit.