

EEOC Washington Field Office

Advanced EEO Workshop Series

WFO presents an annual series of 3 ½-hour workshops aimed at EEO specialists, counselors and investigators; civil rights officers; mediators and other ADR specialists; labor and employee relations specialists; human resources and personnel specialists; inspectors general; and attorneys, in both the public and private sectors.

EXCEL (Examining Conflicts in Employment Law) Conference

In collaboration with other EEOC field and headquarters offices, WFO plans and implements EEOC's annual conference, designed for federal EEO managers, supervisors and specialists; attorneys; union representatives; mediators; ADR coordinators; and human resources professionals.

HOW TO CONTACT WFO

Contact WFO's Program Analyst for Outreach, Training and Technical Assistance information, coordination, products, services and resources.

Please direct all such inquiries to:

B. Andrea Okwesa, Program Analyst
EEOC/Washington Field Office
One NoMa Station
131 M Street, N.E.
Fourth Floor, Suite 4NW02F
Washington D.C. 20507
bronwen.okwesa@eoc.gov
Tel: 202 419 0729
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This brochure is available in accessible format (on request) by calling 800 669 3362 (voice), 800 800 3302 (TTY) or 301 206 9789 (fax).

Request for WFO Outreach, Training, and Technical Assistance Services

Should you need any of these services, please complete the form below and email or fax to the WFO Program Analyst who will contact you to discuss your requirements. If possible, please submit your request at least 30 days prior to the scheduled event to allow sufficient time for preparation. Thank you.

Name _____

Title/Position: _____

Organization Name: _____

Organization Address : _____

Tel: _____

Fax: _____

E-Mail: _____

Services Required: _____

Topic Area:

- Overview of EEO Laws
- EEOC Procedures
- Harassment
- Disability Discrimination and Accommodation
- Religious Discrimination
- Age Discrimination
- Race, Color and/or National Origin Discrimination
- Youth Employment Issues
- Other (describe) _____

Date of Request: _____

Date and Time Services Needed: _____

Location of Event: _____

Description & Size of Audience: _____

Washington Field Office

U.S. Equal Employment Opportunity Commission



Outreach, Training and Technical Assistance Services

EEOC Washington Field Office
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EEOC Washington Field Office (WFO)

ABOUT THE EEOC

The U.S. Equal Employment Opportunity Commission (EEOC) enforces federal civil rights laws prohibiting job discrimination. EEOC accepts charges of employment discrimination based on race, color, religion, sex, pregnancy, national origin, retaliation, age and disability. Charges can be filed against employers, unions and referral agencies. EEOC investigates and mediates charges; litigates discrimination cases within the federal court system; conducts hearings for federal employee complaints; and offers outreach, training and technical assistance services to organizations in the public and private sectors.

LAWS ENFORCED BY THE EEOC

- [Title VII of the Civil Rights Act of 1964 \(Title VII\)](#) prohibits employment discrimination based on race, color, religion, sex, national origin and retaliation
- [Pregnancy Discrimination Act](#) requires employers to treat women who are pregnant or have pregnancy-related medical conditions the same as other employees with similar abilities or limitations
- [Rehabilitation Act of 1973](#) prohibits discrimination against qualified individuals with disabilities who work in the federal government
- [Equal Pay Act of 1963 \(EPA\)](#) protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination
- [Age Discrimination in Employment Act of 1967 \(ADEA\)](#) prohibits employment discrimination against individuals 40 years of age or older
- [Title I and Title V of the Americans with Disabilities Act \(ADA\)](#) prohibit employment discrimination against qualified individuals with disabilities

ABOUT THE WFO

The EEOC'S Washington Field Office (WFO) serves the District of Columbia; the Commonwealth of Virginia counties of Arlington, Clarke, Fairfax, Fauquier, Frederick, Loudoun, Prince William, Stafford, and Warrenton; and the Commonwealth of Virginia independent cities of Alexandria, Fairfax City, Falls Church, Manassas, Manassas Park, and Winchester.

WFO'S OUTREACH, TRAINING & TECHNICAL ASSISTANCE PROGRAMS & SERVICES

WFO develops and implements a broad range of outreach, training and technical assistance programs and services to facilitate compliance with the anti-discrimination laws EEOC enforces. For example:

- Conducts no-cost and fee-based training on the anti-discrimination laws
- Establishes strategic alliances with federal, state and local government agencies; bar associations; labor unions; community-based advocacy groups; and employer associations, to support their work in educating and advocating on behalf of their constituencies
- Sets up displays and exhibits at job fairs, cultural and educational events
- Disseminates EEOC public information materials, including handbooks, brochures, bulletins and guidance documents
- Arranges discussions and consultations with EEOC specialists

No-Cost EEO Training

Upon request, WFO delivers customer-specific training presentations on discrimination based on race, color, sex, national origin, age, equal pay, pregnancy, religion and reasonable accommodation of individuals with disabilities. These training sessions are aimed at increasing knowledge about individual and employer rights and responsibilities under the anti-discrimination laws EEOC enforces.

Fee-Based EEO Training

In association with the EEOC Training Institute, WFO arranges in-depth, customized training for federal, state and local government agencies, private employers, and other institutions, on a range of EEO topics. Training is tailored to the requestor's needs after a pre-training consultation, and delivered on-site. The most commonly requested topics are:

- Overview of EEO laws
- Complaint Processing: how EEOC processes, investigates, and resolves employment discrimination charges
- Legal developments and updates on issues affecting EEO compliance
- Hire & Discharge Issues
- Disability & Accommodation
- Race, Color & National Origin Issues
- Religion in the Workplace
- Harassment (sexual and other illegal forms of harassment in the workplace)
- Alternative Dispute Resolution (Mediation)
- Management Directive MD-715 requirements (for federal agencies)