

EDUCATIONAL SEMINARS AND SKILL-BUILDING WORKSHOPS

EEO/Non-Discrimination Law

This seminar addresses the foundation of Federal and State laws regarding non-discrimination in areas of employment, public accommodation, and the prevention of sexual harassment; teaches employers and public contractors how to comply with Affirmative Action guidelines pursuant to Federal and State laws; introduces pertinent aspects of the investigation process from Intake to recommendation; and explores the mediation process as an alternative to charge processing.

Sexual Harassment Prevention

This workshop focuses on maintaining a workplace free from sexual harassment by informing employers and employees alike of their legal and ethical responsibilities, and by building awareness of the emotional and occupational cost of harassment incidents. The program also provides an overview of the laws that prohibit sexual harassment and offers investigation techniques to recognize and resolve internal complaints.

Diversity Awareness

Workforce diversity is a reality in the workplace of the 21st century. This seminar on Diversity Awareness identifies the on-going process of recognition, understanding and acceptance of the variety and complexity of people with whom we must interact. It gives participants an opportunity to explore diversity issues from both personal and professional perspectives through lecture, group interaction, open dialogue and short exercises.

Interpersonal Skills in the Workplace

Steps that can be taken to manage personal and professional success...often determined by the quality of interpersonal communication with both coworkers and the public...will be identified in this seminar designed to enhance interpersonal skills. The ability to identify factors that affect the communication process, to inventory participants' listening aptitude and behavioral style, and to identify techniques that are crucial to effective communication will be discussed.

Conflict Resolution

This workshop explains how to manage and resolve conflict effectively. Distinguishing types, causes and stages of conflict; learning to diminish destructive outcomes and employ constructive uses of conflict; being able to develop confidence in handling confrontational situations; and having the ability to identify and apply five major personal styles of managing conflict will be presented.

Americans with Disabilities Act (ADA)

This seminar provides the historical background for the Americans With Disabilities Act (ADA); defines "disability" and "individual mental or physical handicapping condition" in accordance with Federal guidelines and State law respectively; explains the employer's obligation to provide reasonable accommodation; explores accessibility issues and identifies requirements of the Family Medical Leave Act (FMLA).

Combating Intolerance and Bias

This seminar informs participants about intolerance and violence resulting from racial, ethnic, religious and gender stereotypes as well as biases regarding sexual orientation. It explains the significance and benefits of increasing understanding about diversity and conflict resolution; identifies successful programs aimed at combating injustices related to hate crimes; and directs participants to appropriate resources for facilitating dialogue through such forums as study circles, focus groups and councils of religious, education and governmental leaders.

Immigration and Nationality Act

Understanding how the Immigration and Nationality Act (INA) affects employment in the United States is the focus of this seminar. It provides a historical background of the INA, defines national origin and citizenship status discrimination, addresses anti-discrimination provisions of the INA, Title VII of the Civil rights Act and the Illinois Human Rights Act. It also identifies proper work authorization documents and usage for employers/employees.

Legal Guidelines for Interviewing

This seminar addresses best business process for conducting lawful employment interviews. It identifies federal and state laws that regulate the employment interview; "do's and don'ts" for interviewing questions and proper documentation/recordkeeping required by the appropriate enforcement agencies. This workshop is a must for human resource personnel, management staff and all other employees involved in the employment selection process. Training material is based on relevant caselaw and provides specific examples for interviewing teams.

From the Training Institute

Dear Employer:

Sometimes, despite our best management efforts, employees seek outside remedy to perceived employment inequity. Charges of discrimination are filed with regulatory authorities on Federal, State and local levels. To better meet the need of the Illinois business community for accurate and timely information in this arena, the Illinois Department of Human Rights, through its *Institute for Training and Development*, offers valuable sessions to provide a clearer understanding of employer obligations and responsibilities under the Illinois Human Rights Act as well as other relevant Federal and State laws.

As the primary civil rights law enforcement agency in Illinois, the Department receives and processes charges of unlawful discrimination in employment, housing, places of public accommodation, and access to financial credit. Once filed, a charge is either resolved by a settlement agreement between the parties or by a finding from IDHR that the charge is supported or unsupported by substantial evidence. If IDHR finds substantial evidence, a complaint may be filed with the Human Rights Commission. A public hearing is held and a final order disposing of the case is issued. Each year, IDHR receives in excess of 20,000 inquiries regarding unlawful discrimination

Registration

Registration Form

Company Name _____
Address _____
City _____ State _____ Zip Code _____
Names of Participants _____

Contact Person _____
Telephone# _____ Fax# _____

Please select date(s) and location(s) from the schedule above:

<i>Sessions</i>	<i>Selected Date(s)</i>	<i>Selected Location(s)</i>
<input type="checkbox"/> ADA	_____	_____
<input type="checkbox"/> Combating Intolerance and Bias	_____	_____
<input type="checkbox"/> Conflict Resolution	_____	_____
<input type="checkbox"/> Diversity Awareness	_____	_____
<input type="checkbox"/> EEO Law	_____	_____
<input type="checkbox"/> Immigration & Nationality Act	_____	_____
<input type="checkbox"/> Interpersonal Skills	_____	_____
<input type="checkbox"/> Legal Interviewing	_____	_____
<input type="checkbox"/> Sexual Harassment *	_____	_____

*To Register By Mail, Please Return This Form To:
Illinois Department of Human Rights
Institute for Training and Development
100 W. Randolph St., Suite 10-100
Chicago, Illinois 60601*

*For More Information call (312) 814-2430
Final Confirmation Letters Will Be Sent Two Weeks Prior To Session*

**Illinois Department of Human Rights
Institute for Training and Development
January/February 2010 Training Schedule**

<i>Training Date</i>	<i>Location</i>	<i>Type of Training</i>
Tuesday, January 19, 2010	JRTC 100 W. Randolph St. Room 9-031 Chicago, IL 60601	Interpersonal Skills Training: Harnessing the Power of Emotional Intelligence 9:00am – 12:00pm Inter-Cultural Communication 1:00pm – 4:00pm
Wednesday, January 20, 2010	Michael A. Bilandic Building 160 N. LaSalle Room C500 (Auditorium) Chicago, IL 60601	What Every Manager and HR Professional Should Know About the Law and Sexual Orientation and Gender Identity (Training followed by Panel Discussion) 9:00am – 12:00pm Sexual Harassment Prevention for Managers and Supervisors 1:00pm – 3:00pm
Thursday, January 21, 2010	JRTC 100 W. Randolph St. Room 9-031 Chicago, IL 60601	Conflict Resolution 9:00am – 12:00pm Sexual Harassment: Is It or Isn't It? 1:00pm – 3:00pm
Tuesday, February 16, 2010	JRTC 100 W. Randolph St. Room 9-031 Chicago, IL 60601	Sexual Harassment: Is It or Isn't It? 9:00am – 11:00am Sexual Harassment Prevention for Managers and Supervisors – 1:00pm – 3:00pm
Thursday, February 18, 2010	JRTC 100 W. Randolph St. Room 9-031 Chicago, IL 60601	Diversity Awareness 9:00am – 12:00pm Sexual Harassment: Is It or Isn't It? 1:00pm – 3:00pm

Note: Participants are required to pre-register for all classes. Registration is on a first come basis. Space is limited. We require a five (5) day notice of cancellation (excluding weekends and holidays). Failure to do so may result in loss of future free training privileges with the Illinois Department of Human Rights.

For more information regarding the trainings listed or to schedule training for your company or organization please call 312/814-2477.

Registrations should be e-mailed. Please include date, time, agency affiliate and contact information.

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<i>Training Date</i>	<i>Location</i>	<i>Type of Training</i>
Tuesday, February 18, 2010	Illinois State Library 300 S. 2 nd Street, 4 th Floor Room 403/404 Springfield, IL	Sexual Harassment Prevention for Managers and Supervisors 9:00am – 11:00am Sexual Harassment; Is It or Isn't It? 1:00pm – 3:00pm
Tuesday, February 23, 2010	Michael A. Bilandic Building 160 N. LaSalle Room C500 (Auditorium)	Affirmative Action in the Obama Era: Is it still necessary? (Panel Discussion) 9:00am – 12:00pm

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