

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Oregon State Office
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Portland, OR 97208**

In Reply Refer to:

1400-713 (OR-956) P

September 3, 2003

EMS TRANSMISSION 09/04/2003
Information Bulletin No. OR-2003-239

To: DSDs, Staff and Branch Chiefs

From: Acting Chief, Equal Employment Opportunity

Subject: Annual Equal Employment Opportunity Training for Supervisors and Managers, October 28-30, 2003 and Employees, October 29-30, 2003 DD:09/30/2003

Bureau of Land Management (BLM) Oregon/Washington is working in collaboration with the Forest Service and the Corps of Engineers to present Equal Employment Opportunity (EEO) Training to managers, supervisors, and employees. The Supervisory Training will provide advice and information to managers and supervisors to insure there is a continuing affirmative application and vigorous enforcement of equal opportunity policies. An overview will be presented to all employees to assure their understanding of basic EEO laws and procedures, rights and responsibilities of employees. The dates identified for Employee Training are October 29-30, 2003.

The trainer and facilitator is Mr. Jeffrey Goodfriend, of Lafayette, California, an arbitrator, mediator, and former Administrative Judge for the Equal Employment Opportunity Commission. He has extensive training and experience in EEO Laws and Procedures, EEOC Administrative Hearings, Sexual Harassment Prevention, Alternate Dispute Resolution, etc.

The training will be held at the Edith Green, Wendell Wyatt Federal Building, 1220 S.W. 3rd Avenue, Portland, OR 97204 in Conference Room G70.

“The Role of Supervisors and Managers in EEO” is a more in-depth 8-hour course for new managers and supervisors and has a maximum of 45 participants. Topics for this session will include: How to Prevent and Effectively Respond to EEO Complaints; Sexual and Other Forms of EEO Harassment; Understanding EEO Laws, Theories and Procedures; Disability Issues; The Manager’s Role in EEO Counseling; Participation in EEO Investigations and Hearings; Federal Sector Adverse Actions; Dispute Resolution and Settlement; Interviewing and Selection;

Religious Discrimination and Religious Exercise and Expression in the Federal Workplace; and Affirmative Action.

“EEO Update for Supervisors and Managers” is for experienced managers and supervisors and is a 4-hour course covering trends and latest developments on Reasonable Accommodation, Disability, etc. and will be offered twice with a maximum of 45 participants per session.

“EEO Update for Employees” is a 3-hour course offered twice. Each employee session will have a maximum of 60 participants. Topics for this session will include: Harassment in the Workplace (including Sexual Harassment); Expression in the Workplace; Disability Issues/Reasonable Accommodation; EEO Law, Theories and Procedures; EEO Counseling; Dispute Resolution and Settlement; and Affirmative Action. All course materials will be provided.

“Briefing/Consultation” is a Question and Answer period for additional conversations with employees and supervisors in a less formal setting, a self-identifying small group.

Listed below is the schedule of training to be held at the Edith Green, Wendell Wyatt Federal Building, 1220 S.W. 3rd Avenue, Portland, OR in Conference Room G70:

Tuesday, October 28:	8:30 a.m. - 4:30 p.m.	Supervisors (New)
Wednesday, October 29:	8:30 a.m. - 12:30 p.m. 1:30 p.m. - 4:30 p.m.	Supervisors Employees
Thursday, October 30:	8:00 a.m. - 11:00 a.m. 11:00 a.m. - 12:00 p.m. 1:00 p.m. - 5:00 p.m.	Employees Briefing/Consultation Supervisors

Space is limited for this training. Employees must check with their supervisors and get approval to attend. Managers and supervisors should select a session and contact Grace Shephard at (503) 808-6344 or Markie Warren at (503) 808-6549 before September 30, 2003, to let them know which training session you plan to attend.

Districts with Unions are reminded to notify their unions of this Information Bulletin and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Marilyn Robinson
Acting Chief, Equal Employment Opportunity

Authenticated by
Mary O'Leary
Management Assistant

Distribution
WO-720 (5543 MIB)