

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
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Information Bulletin No. OR-2003-255

To: DSDs, Staff and Branch Chiefs

From: Chief, Equal Employment Opportunity

Subject: Annual Equal Employment Opportunity (EEO) Training for Supervisors, Managers, and Employees, October 28-30, 2003 DD:10/14/2003

This Information Bulletin corrects IB No. OR-2003-239 dated September 3, 2003, same subject. Specific changes regarding session conference room location, session times and content have been made. Please note changes listed below.

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 trainer and facilitator is Mr. Jeffrey Goodfriend, of Lafayette, CA, an arbitrator, mediator, and former Administrative Judge for Equal Employment Opportunity Commission (EEOC). 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 272.

“EEO Update for Supervisors and Managers” is a 4-hour course and has a maximum of 45 participants per session. 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. The course also covers trends and latest developments on Reasonable Accommodation.

“EEO Update for Employees” is a 3-hour course which will be offered at three different times. 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.

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 272:

Tuesday, October 28:	8:30 a.m. - 11:30 a.m. 12:30 p.m. - 4:30 p.m.	Employees Supervisors
Wednesday, October 29:	8:00 a.m. - 12:00 p.m. 1:00 p.m. - 4:00 p.m.	Supervisors Employees
Thursday, October 30:	8:30 a.m. - 11:30 a.m. 12:30 p.m. - 4:30 p.m.	Employees 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 via email or at (503) 808-6344 or Markie Warren via email or at (503) 808-6549 before October 14, 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
Karen D. Bell
Chief, Equal Employment Opportunity

Authenticated by
Jennifer Davis
Staff Assistant

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