



## EEO and HR for Supervisors: Everyday Accountability

To be effective, supervisors need to manage in accordance with EEO and HR legal and regulatory frameworks. This course helps supervisors understand and build skills in areas that have potential for problems and provides advice for creating and maintaining a fair workplace.

- Learn key federal laws and regulations—including Merit System Principles—that prevent discrimination, ensure equal employment opportunity, and promote an inclusive workplace.
- Understand areas of accountability for you, with a focus on preventing problems in interviewing and hiring staff, administering flexible work schedules, staff development, performance appraisals, and reasonable accommodations.



### Receive Guidance from the Experts!

Trainers from the Equal Employment Opportunity Commission and the Office of Personnel Management come together to provide you with the context, background and competencies to execute everyday supervisory responsibilities in accordance with legal and regulatory frameworks. The content integrates selected HR and EEO topics with a focus on those that may cause problems for managers and supervisors. It also introduces good practices that help ensure a fair workplace for all.

#### SKILL IMMERSION

##### COMPETENCIES


- Accountability
- Decisiveness
- Developing Others
- Problem Solving

##### LOCATIONS

Oakland, CA

Washington, DC

For class schedule, please go to  
[www.leadership.opm.gov](http://www.leadership.opm.gov)



“This was a great training session, and I have recommended to my direct reports and training officer that this course should be offered to all new supervisors.”

## Register Now for EEO and HR for Supervisors: Everyday Accountability

This seminar is designed for new supervisors (within their first two years of being a supervisor), current supervisors who need a refresher, and experienced private-sector supervisors who are new to the Federal sector.

Highlights include:

- Review of legislative context and responsibilities of regulatory agencies (EEOC, MSPB, OSC, OPM)
- Hiring process, with emphasis on Veteran's preference and special hiring authorities
- Reasonable accommodations
- Fairness in employee development; providing ongoing feedback and coaching; telework; flexible work schedules
- Preventing harassment and retaliation
- Discipline, including EEO complaint process

“I believe the knowledge gained reinforces my ability to speak with leaders about how to avoid putting the agency at risk.”

### TUITION

\$950 at all locations

### SUGGESTED FOLLOW-ON COURSES

Supervisory Development Seminar I and II

Managing Performance Seminar

For class schedule, please go to [www.leadership.opm.gov](http://www.leadership.opm.gov)

3 JUL 2012

## Three Ways to Register

### 1. Register Online at [www.leadership.opm.gov](http://www.leadership.opm.gov)

Initiate course registration with your Government Purchase Card payment, the fastest way to reserve your space. Use your own agency-specific procurement forms. Once we have received your payment, you will receive confirmation within two business days.

### 2. Fax a Registration Form online. This form can be used for courses at the Federal Executive Institute or Management Development Centers.

### 3. Contact a Representative Customer Service Office:

Toll Free: 888-676-9632

Phone: 304-870-8008

Fax: 304-870-8078

TDD/TTY 304-870-8066

Email: [register@opm.gov](mailto:register@opm.gov)



UNITED STATES OFFICE OF  
PERSONNEL MANAGEMENT

Great Leaders for Great Government.

[www.leadership.opm.gov](http://www.leadership.opm.gov)

Customer Service Office

888-676-9632 or 304-870-8008

TDD/TTY: 304-870-8066

Fax: 304-870-8078

e-mail: [register@opm.gov](mailto:register@opm.gov)