

Basic EEO Counseling

Description: This is a course for EEO Counselors (i.e., the work done before any formal complaint), collateral duty as well as permanently assigned. The topics covered include the EEO laws (i.e., Title VII, the ADEA, the Rehabilitation Act, the Civil Rights Act of 1991, the Equal Pay Act), the theories of discrimination, the 1614 regulations, MD-110 and other EEOC Guidance, the Civil Service Reform Act, the counselor's role, rights and responsibilities of the parties, the various notices, official time, techniques in resolution (to include, joint interviews and mediation techniques), issues concerning timeliness and jurisdiction, collecting information and conducting interviews, documenting the collection of information, terminating counseling, the formal complaint, and writing the counselor's report.

Length: 4 days.

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