



# EEOC

## TRAINING INSTITUTE

U.S. Equal Employment Opportunity Commission  
Indianapolis District Office

# EEO Investigation Basics: An Introduction to Conducting an EEO Investigation

June 07, 2023

9:00 am – 2:35 pm (ET)

## AGENDA

Time	Presentation
8:30 am	Virtual Environment Opens
9:00 am	<b>Opening Remarks</b> Brien Shoemaker, Outreach and Education Coordinator, EEOC Indianapolis District Office
9:05 am	<b>Beginning the Investigation</b> Brien Shoemaker, Outreach and Education Coordinator, EEOC Indianapolis District Office  This session provides an overview of EEOC laws and an understanding of the basic theories of discrimination including harassment and retaliation.
10:10 am	<b>The ADA and Reasonable Accommodation Investigations</b> Brien Shoemaker, Outreach and Education Coordinator, EEOC Indianapolis District Office  This session provides an overview of the Americans with Disabilities Act (ADA) and the specific issues related to a reasonable accommodation investigation.
11:10 am	<b>Interview Skills and the Investigative Report</b> Brien Shoemaker, Outreach and Education Coordinator, EEOC Indianapolis District Office  This session provides insight on different interview skills, including a brief introduction to the trauma informed interview, and ends with promising practices for creating an investigative report.
12:00 pm	Break for Lunch

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12:30 pm **Negotiation Skills and Techniques**

Patricia Wise, Mediator, EEOC Indianapolis District Office

This session provides information on negotiation tactics and practices to reach successful resolutions.

1:30 pm **Legal Updates**

Alessandra Rosa, Administrative Judge, EEOC Indianapolis District Office

This session provides an overview of the laws EEOC enforces and includes new and interesting EEOC legal updates.

2:30 pm **Closing Remarks**

Brien Shoemaker, Outreach and Education Coordinator, EEOC Indianapolis District Office

2:35pm **Adjourn**

**REGISTRATION FEE: \$295.00**

**ENROLL HERE: [Indianapolis Virtual Workshop](#)**

**CREDITS:**

HRCI – This program has been approved for 3 credit hours

SHRM – This program has been approved for 3 credit hours

CLE – Approved credits for IN, OH, KY, AK, TN, and MS (3 hours)

Federal Counselor or Investigator Refresher credits – Federal Counselor credits approved (3 hours).

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