

**SEXUAL HARASSMENT and DISCRIMINATION WORKSHOP:
Understanding the Complaint and Deposition Process
For Municipalities and School Districts**

SEPTEMBER 15, 2017, JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

Approved by DCA - CMFO, CCFO, CPWM, RMC, CTC, QPA,RPPO,RPPS-4 CEUs in Ethics

Approved for 4 CPEs for CPAs, RMAs, PSAs, Pas – Management

Applied to Supreme Court of NJ for Attorneys CLEs 4 ETH-Ethics

Registration & Full Breakfast Buffet 9am-9:30am - Seminar 9:30am to 12:50pm

Program Overview

Receive management-level training on your responsibilities for vital topics such as compliant process, the reporting of harassment or discrimination, other types of complaints, employer/employee options for reporting, confidentiality and retaliation complaints, complaint investigation processes and procedural appeal and general overview of the deposition process. Understanding your responsibilities for the process.

Learning Objectives

Reporting of sexual harassment or discrimination – What are your responsibilities?

Understanding retaliation complaints and the investigation process

Managing the procedural appeal process

General overview of the deposition process – Mock Deposition

Who Should Attend

Municipal and School Official Supervisors of all Departments, City Managers, Business Administrators and Human Resource Personnel responsible for the sexual harassment or discrimination compliant process and hearings.

Ms. Linda J. Posluszny, Esquire and Mr. Eric Guglielmotti, Esquire,

Directions on our web site – "<http://ipd2.com>"

TO ASSURE PROPER POSTING, PLEASE ATTACH A COPY OF THIS APPLICATION WITH YOUR PAYMENT

Mail Checks to: Institute For Professional Development, PO Box 1468 Clifton, NJ 07015 (973)-777-4200

_____ I wish to register for the September 15, 2017 Sexual Harassment & Discrimination Process Workshop

No One Will Be Permitted Without Purchase Order or Payment By Day of Seminar P.O. # _____

FAX YOUR REGISTRATION FORM TO (973)-777-0401

Cancellation Policy –48 Hrs in advance of seminar, in writing* During inclement Weather .Call day before

SEMINAR INCLUDES HOT BUFFET BREAKFAST \$ 99.00 per person Registration At Door \$ 125.00

NAME _____ TITLE _____

ADDRESS _____

Organization or Government Unit

Telephone Number

Fax Number

CLAIMANTS CERTIFICATION & DECLARATION

I do solemnly declare and certify under the penalty of the law That the within bill is correct in all particulars, the articles Have been furnished or services rendered as stated herein, that no bonus has been given or received by any person or persons within knowledge of this claimant in connection with the above Claim and that the amount charged is a reasonable one.

Just mail your check with this application form you do not need to send your Voucher for a separate signature since the presigned certification on the left can be attached to your Voucher in lieu of sending it to us for a signature. This form has been determined by DLGS to meet the requirement of the statutes for this type of expenditure.

Michael F. Conti

Michael F. Conti, Program Coordinator

P.O. Box 1468, Clifton, NJ 07015-1468 (973)-777-4200 - FAX (973) 777-0401