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
Approved by 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"

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

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.

Michael F. Conti, Program Coordinator

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