

May 2, 2001

MEMORANDUM TO: Managers and Supervisors

FROM: Irene P. Little, Director **/RA/**
Office of Small Business and Civil Rights

SUBJECT: NRC EQUAL EMPLOYMENT OPPORTUNITY COUNSELORS TRAINING
CONFERENCE

The Office of Small Business and Civil Rights (SBCR) is committed to maintaining an effective EEO Counseling Program that promptly addresses concerns raised by individuals who seek redress through the Agency's discrimination complaint process. The Agency's Collateral-Duty EEO Counselors serve a critical role in this effort. It is our goal to continue to provide EEO Counselors with the necessary resources and training to enhance their skills and to ensure that they remain current on EEO policies and procedures. The EEO Counselors Training Conference, conducted every 18-24 months, continues to be one of the most effective means to accomplish this goal.

The EEO Counselors Training Conference is scheduled for June 4-7, 2001, at the Office of Personnel Management, Eastern Management Development Center, in Shepherdstown, West Virginia. The training session on Thursday, June 7, will end at 11:00 a.m. to allow employees to attend the Agency's Annual Awards Ceremony scheduled to start at 2:00 p.m. at the Headquarter Offices.

The training will focus on using mediation skills and techniques to resolve issues during counseling. The counselors will participate in workshop activities simulating counseling scenarios involving claims of sexual harassment and reasonable accommodation under the Rehabilitation Act of 1973. It is important that all counselors participate in this training.

Again, this year SBCR has arranged a package plan with the training facility which includes payment for lodging and meals. If you have a counselor who will attend the conference, your office will only need to be responsible for the counselor's transportation cost and any other approved expenses not covered under the package plan. The EEO counselors will be receiving a separate memorandum with detailed logistical information.

We appreciate your continued support of the Agency's EEO Program. If you have questions or need additional information, please contact me at 301-415-7380 or Marva Gary, Civil Rights Program Manager at 301-415-7382.

cc: W. Travers, EDO
P. Norry, DEDM/EDO
W. Kane, DEDR/EDO
C. Paperiello, DEDMRS/EDO
J. Funches, OCFO
S. Reiter, OICO

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**Original signed by
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