

Understanding EEOC Requirements for Small Businesses

A program presented by the
**Alabama Small Business Development Center Network
and the Hoover Public Library**

Location: Hoover Public Library, Municipal Drive, Hoover 35216
Date: April 22, 2010
Time: 9:00 AM Registration, Program from 9:10 AM to Noon
Cost: No Charge

Agenda

9:00 AM Registration
9:10 AM Welcome, Bryce Thorton, Hoover Library
9:15 AM Introductions, Joe Primm, ASBDC
9:20 AM Presentation, Roderick Childress, EEOC
Eddie Abdulhaqq, EEOC
10:20 AM Break
10:35 AM Presentation, Debra Leo, EEOC
11:40 AM Questions & Answers
11:55 AM Evaluations

This informative program will cover several important topics, including the role of the EEOC and important definitions. Speakers will discuss hiring practices, allowed interview questions, record keeping, and the basis for promotions. How would you react to an EEOC complaint? The speakers will explain procedures and the use of mediation services. New regulations will also be covered.

All small business owners should attend. Reserve your seat now. Call 444-7816 to register today. Or fax completed form to 205-307-6511.

Name _____
Company _____
Address _____
City, State, Zip _____
Phone _____ Fax _____ Cell _____
Email _____

Funded in part through a Cooperative Agreement with the U.S. Small Business Administration. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Joe Primm, 1500 1st Avenue North, R-118, Birmingham, AL 35203, phone 205-307-6514.