



# EEOC

## TRAINING INSTITUTE

U.S. Equal Employment Opportunity Commission  
Indianapolis District Office

# EEO Investigations 101: Who? What? When? How?

May 6, 2024

8:00am – 12:30pm Eastern

502 East Event Centre  
502 East Carmel Drive, Carmel, IN 46032

## AGENDA

Time	Presentation
7:30 am	Registration
8:00 am	<b>Welcoming Remarks</b> Alessandra Rosa, Esq., Lead, Outreach and Education Coordinator, EEOC Indianapolis District Office
8:10 am	<b>Conducting an Effective EEO Investigation</b> Alessandra Rosa, Esq., Lead Outreach and Education Coordinator, EEOC Indianapolis District Office Samuel Bills, Outreach and Education Coordinator, EEOC Detroit Field Office An employee presents a claim of discrimination. This single action can trigger legal troubles if an employer does not have an action plan in place to navigate the investigation process. This session provides a comprehensive overview of what triggers an internal investigation, how to determine an investigation's proper scope, and how to avoid common pitfalls.
10:10 am	Break
10:20 am	<b>Best Practices to Navigate a Claim: The Employer's Perspective</b> Amy S. Wilson, Partner, Frost Brown Todd LLC, Indianapolis Office Well-planned and executed investigations are critical to addressing a discrimination claim. The session addresses the necessary steps and best practices to effectively navigate this process.

Alessandra Rosa, Esq.  
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11:20 am Break

11:25 am **Finetuning Your Witness Interviewing Skills**

Kathleen Bensberg, Trial Attorney, EEOC Indianapolis District Office

The process of interviewing complainants and witnesses can seem more intimidating than it really is. Learn different interviewing and questioning techniques to effectively obtain the information that you need to conduct a successful investigation.

12:25 pm Closing Remarks

12:30pm Adjourn

**REGISTRATION FEE: \$350.00 per person**

**REGISTER HERE: [Indianapolis In-Person Workshop](#)**

### **CREDITS:**

HRCI – This program has been submitted to the HR Certification Institute for review.

SHRM – submitted for approval.

CLE – seeking credits for IN, KY and OH.

Federal Counselor or Investigator Refresher credits – seeking credit.

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### PRESENTER BIOGRAPHIES



#### **Kathleen Bensberg, Trial Attorney, EEOC Indianapolis District Office**

Kathleen Bensberg is a Trial Attorney with the Indianapolis District of the U.S. Equal Employment Opportunity Commission where she advises Commission investigators and litigates individual and class cases throughout Kentucky, Ohio, and Indiana. Prior to joining the Commission, Ms. Bensberg was in private practice in New York City, where she focused on plaintiff-side employment discrimination and constitutional litigation. Most recently before joining the Commission, Ms. Bensberg was the Director of the LGBT Project at Indiana Legal Services, where she litigated for LGBTQ+ equality at the state and federal levels.



#### **Samuel R. Bills, Outreach and Education Coordinator, Detroit Field Office**

Samuel Bills is the Outreach and Education Coordinator for the U.S. Equal Employment Opportunity Commission, Detroit Field Office. Since joining the EEOC in 2018, he has served as a Federal Investigator. Before joining the EEOC, Samuel served as a Department of the Army Civilian – Human Resources Manager and in the U.S. Army, retiring after 22 years of service, where he served as an Equal Employment Opportunity Advisor and trainer.



#### **Alessandra Rosa, Esq., Lead Outreach and Education Coordinator, EEOC Indianapolis District Office**

Alessandra Rosa is the Lead, Outreach and Education Coordinator for the U.S. Equal Employment Opportunity Commission, Indianapolis District Office. Prior to becoming the Lead OEC, Ms. Rosa was a Trial Attorney for the Indianapolis Legal Unit until 2021, when she was named Administrative Judge for the Federal Hearings Unit.

As an Administrative Judge, Ms. Rosa received the Commission's Chair Emerging Leader Award for her outstanding contributions and exceptional performance directly related to fulfilling the agency's mission. Ms. Rosa frequently provides education on the Pregnant Workers Fairness Act, Title VII of the Civil Rights Act, the American with Disabilities Act, the Equal Pay Act, and the Age Discrimination in Employment Act. Ms. Rosa also provides training and education on hiring best practices, maintaining a respectful workplace, leading with respect, and properly investigating discrimination and harassment claims, among others.

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### **Amy S. Wilson, Partner, Frost Brown Todd LLC, Indianapolis Office**

Amy Wilson is a Partner in the Indianapolis, Indiana, office of Frost Brown Todd LLC and practices in the firm's Labor and Employment Practice Group. She concentrates her practice in employment litigation and employer counseling. Amy defends employers in single plaintiff, class, and collective action litigation. In addition, Amy counsels employers on all aspects of the employer-employee relationship, provides management and employee training, and drafts handbooks, agreements, policies, and procedures. Amy is a frequent speaker on employment law topics for a variety of business and professional organizations.

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