

Want to know more about the Apprentices Appeals process?

The Department of Industrial Relations' Office of the Director, Legal Unit and the Division of Apprenticeship Standards are presenting:

**Understanding the Apprenticeship Program's Role
in Apprentice Complaint Hearings**

This first-time presentation will feature a dramatized trial of a simulated complaint where issues arise. An interactive discussion advising what actions could have been taken to avoid these pitfalls and providing insight into responsibilities and requirements of the apprenticeship program will follow. Ideas shared will include: Best practices for record keeping and progressive discipline; the types of proof needed to effectively defend against a complaint; and tips for effectively presenting the program's side of the case. There will be ample time for questions and answers.

DATE: MARCH 17, 2010

TIME: 9AM-3PM (with a 1 hour lunch break)

PLACE: ELIHU M. HARRIS BUILDING AUDITORIUM

1515 CLAY STREET, OAKLAND CA 94612

Please find attached an [enrollment form](#) for this event. Space is limited.