



PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

DIVERSITY AND INCLUSION TRAINING

**March 29, 2018
1:30 p.m. to 4:30 p.m.
R.J. Hughes Justice Complex
25 Market Street
4th Floor Conference Rooms D1 & D2
Trenton, New Jersey**

NOTICE REGARDING COURSE MATERIALS

You will receive the course materials on the day of the program.

Program Summary

This program will focus on diversity and its impact on the workplace. Topics include the concept of diversity as distinguished from that of inclusion and why both are important, variations in how people perceive differences, and the social psychology concept of “in-group bias.” Hypothetical vignettes will be utilized to spur discussion on situations that may arise in the workplace, explore our differences in interpreting those experiences, and suggest techniques that foster a more inclusive culture. The session will also address unspoken workplace rules and the challenges they present in a multicultural workforce, plus communication as a strategy to overcome stereotyping and bias.

Who Should Attend?

Registration is limited to Department of Law and Public Safety attorneys who have received an email notice from the Department’s Diversity and Inclusion Team. Those attorneys should follow the registration instructions contained in the invitation email to reserve a seat for this session. Please do not use the AGAI registration system for this program.

Who Is the Faculty?

DAG Leah D. Smith is an Assistant Director in the New Jersey Division on Civil Rights, where she analyzes complaints of discrimination in employment, housing, and places of public accommodation, as well as advises on legislative initiatives and other policy matters impacting the Division. Before joining Civil Rights, DAG Smith served as the Director of Community Programming and Outreach for the Department of Law and Public Safety, where she was responsible for managing the Department's community outreach efforts throughout the State, and coordinating outreach and community engagement among the Department's divisions, outside agencies, and community partners throughout the State. She also provided legal and operational guidance on wide-ranging matters to division directors and managers within the Juvenile Justice Commission, Equal Employment Opportunity Office, and the Division on Civil Rights, as well as providing leadership on diversity-related issues.

Prior to joining OAG, DAG Smith practiced law in the private sector, where she engaged in commercial litigation with an emphasis on banking and employment law. DAG Smith's practice involved counseling clients on employment matters, such as personnel actions and employee relations issues, and the defense of wrongful termination claims. DAG Smith received her undergraduate degree from Boston University, and her law degree from Hofstra School of Law, where she was an Associate Editor of the *Hofstra Labor and Employment Law Journal*.

DAG Jana R. DiCosmo is a deputy in the Employment Counseling and Labor section of the Division of Law. DiCosmo represents the State and its agencies in employment-related matters, including discrimination complaints filed with the New Jersey Division on Civil Rights and the Equal Employment Opportunity Commission.

Prior to joining the Office of the Attorney General, DAG DiCosmo worked at the Delaware Department of Labor's Office of Anti-Discrimination, investigating over one hundred charges of discrimination filed against Delaware employers. DAG DiCosmo also served as the Department's liaison to the Delaware Employment First Oversight Commission, which worked to improve employment opportunities for disabled Delaware residents. DAG DiCosmo previously worked as an Equal Justice Works AmeriCorps Taishoff fellow at the Delaware Law School's Veterans Law Clinic, representing disabled veterans in disability benefits appeals. DAG DiCosmo interned for the Honorable Harold U. Johnson, J.S.C. while in her final semester of law school and clerked for the Honorable Mary K. White, J.S.C. (ret.) after graduation.

While attending Delaware Law School, DAG DiCosmo served as the Assistant Editor-in-Chief of the *Widener Journal of Law, Economics, and Race*. After graduation, she coauthored an article published by the *Journal*, which examined the minority-majority interest-convergence theory in race relations within the context of special education and disability benefits determinations.

CLE Credit

NJ CLE Credit: This program had been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 3.0 hours of total CLE credit. Of these, 3.0 qualify as hours of credit for ethics/professionalism.

NY CLE Credit: 3.0 Diversity, Inclusion and Elimination of Bias Credits, pursuant to 22 NYCRR 1500.2 (g). *PLEASE NOTE: This program does not qualify for Ethics and Professionalism credits pursuant to 22 NYCRR 1500.2 (c).

PA CLE Credit: 2.5 Ethics Credits (\$4.50 mandatory registration fee required).

How Do I Register?

State Employees

Most State employees are able to register for this course by going to <http://reg2.dcj.lps.state.nj.us/lpcreg/login.aspx?portalid=2> and creating an AGAI Course Registration account. To do so, your computer **must** be attached to the government's Garden State Network. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg2.dcj.lps.state.nj.us/lpcreg/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.

Non-State Employees or State Employees not Connected to the Garden State Network

If you are not a State employee, or are otherwise unable to access the AGAI Course Registration System through the Garden State Network, kindly email the Advocacy Institute at: njagai@njoag.gov for an authorization code to allow you access to the AGAI Course Registration System through the My New Jersey portal. **Setting up your account through the portal is a two-step process, the details of which are set forth in the next two paragraphs.**

Once you receive the portal authorization code you will be prompted to go to the My New Jersey portal at <http://www.state.nj.us/> and create a portal account. Once your portal account is created you are prompted to enter your authorization code. This is Step 1 of the process, which you need only do once.

If you have already been issued an authorization code in the past you do not need to request another one. You can log into your account on the Garden State Network at <http://www.state.nj.us> and under the heading NJ L&PS Applications you will see the Attorney General's Advocacy Institute's Registration System. Click on that and log into your account on our system.

Upon setting up your portal account, you need to set up your AGAI Course Registration System account. This is Step 2. To do so, log on to the My New Jersey Portal <http://www.state.nj.us/>. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a new user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg2.dcj.lps.state.nj.us/lpcreg/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.