



PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

DIVERSITY AND INCLUSION TRAINING

**March 22, 2018
1:00 p.m. to 4:00 p.m.
124 Halsey Street
6th Floor, Morris Room
Newark, 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?

AAG Lora L. Fong serves the Chief Diversity Officer of the Department of Law & Public Safety and leads the Department in its mission of promoting and supporting an inclusive, respectful, and effective multi-cultural workplace. In addition to subject matter expertise and experience in counselling large organizations on diversity and inclusion, AAG Fong has an extensive background as a litigator in federal and state courts, as well as in transactional practice. Prior to government service, AAG Fong was a partner at Brown, Moskowitz & Kallen, and previously, practiced at Greenbaum Rowe Smith & Davis and at Sills Cummis & Gross. AAG Fong has also served as a senior member of the legal departments at two technology corporations, Salesforce.com and Fujitsu Consulting. AAG Fong also served as the General Counsel and Senior Vice President of DiversityInc Media, LLC, an entrepreneurial company exclusively focused on advancing corporate diversity and inclusion.

AAG Fong has demonstrated a career-long commitment to promoting equal opportunity, fundamental civil rights and a culture of inclusion within and beyond the workplace. In addition to counselling clients, Fong has led diversity initiatives in the legal profession, including through the New Jersey State Bar Association, where she co-chaired the Diversity Committee; the New Jersey Women Lawyers Association, where she served as a Co-Chief Diversity Officer; and the Asian Pacific American Lawyers Association of New Jersey, where she is a past president. Fong has also served as a member of the New Jersey State Advisory Committee to the United States Commission on Civil Rights.

AAG Fong's record of community service includes serving as a member of the Board of Governors of Rutgers University, having previously served on its Board of Trustees. She also served as a Trustee of the New Jersey State Bar Association, and has volunteered as counsel to various non-profits, such as the New Jersey chapters of the Organization of Chinese Americans and the Women's Political Caucus. AAG Fong has served on numerous New Jersey Supreme Court committees, including Women in the Courts, and the Committee on Character.

AAG Fong was recognized as "Professional Lawyer of the Year" in 2004 by the NJ Commission on Professionalism in the Law, and received the "Distinguished Alumna" award in 2007 from Rutgers School of Law, Minority Student Program. In 2017, AAG Fong was named a "Distinguished Leader of the Bar" by the New Jersey Law Journal.

AAG Fong earned her law degree from Rutgers School of Law – Newark, and her B.A. in Political Science from Douglass College at Rutgers University. She is admitted to the bar in New Jersey, New York and in the U.S. District Courts for the District of New Jersey and the Southern District of New York.

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*.

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.