

AFFIRMATIVE ACTION SEMINAR

A comprehensive workshop for completing AAPs in compliance with Executive Order 11246

Whether you outsource your Affirmative Action Plans or complete them yourself, there is always a need to remain informed about any changes in the requirements. This intensive 1 1/2 day seminar is designed for the HR professional with little prior affirmative action experience; however, it is also a valuable refresher course for seasoned veterans of AAP planning.

Learn to build an AAP step by step. Hands-on exercises are used to perform each statistical analysis required in an AAP. The purpose of each analysis and how it relates to the others is explained. How to use the plan as a management tool, not just a compliance piece, is discussed.

Upon completion of the seminar the participant will be able to produce an AAP, understand the statistical analyses, and use the information in the plan to further the strategic goals of the company.

Agenda

What is affirmative action? Why be an affirmative action employer?

- Fulfill Federal contractor obligations
- Understand the principles
- Dispel the myth of quotas
- Learn who is required by law to have a written plan

How do I compile all the statistics?

- Complete a job group analysis
- Learn about census data
- Perform a 2-factor availability analysis
- Make determinations of availability percentages

What is underutilization and how do I check for it?

- Does the workforce of your organization reflect the gender/racial/ethnic profile of the community?
- Comparing incumbency to availability

How do I achieve affirmative action goals?

- Communicating with managers and company officials
- Disseminating policies
- Setting placement goals
- Recruiting efforts—uniform and consistent practices

How do I find problem areas before they find me?

- Monitoring personnel activity
- Checking for adverse impact
- Exercising good faith efforts
- Analyzing compensation

Who is an applicant?

- New definition of “internet” applicant effective 2/6/06
- Soliciting race, ethnicity, and gender information

What are my recordkeeping responsibilities?

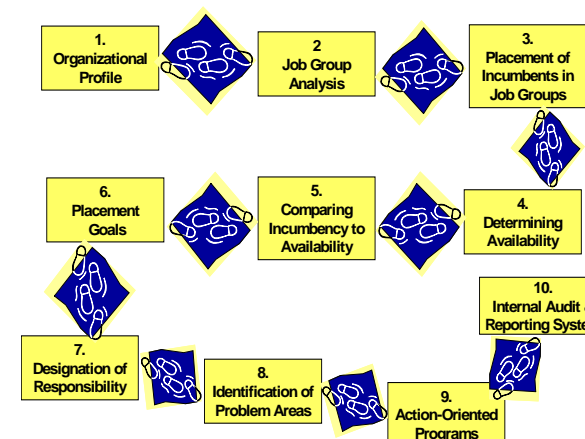
- Applications and expressions of interest
- Database searches

COURSE CONTENT

- ◆ APPLICANT DEFINITION
- ◆ CHANGES IN EEO JOB CATEGORIES AND RACE/ETHNICITY CODES
- ◆ COMPENSATION-MULTIPLE REGRESSION ANALYSIS
- ◆ OFCCP AUDITS: WHAT TO EXPECT—HOW TO PREPARE
- ◆ PROBLEM AREA IDENTIFICATION
- ◆ JOB GROUP ANALYSIS
- ◆ PLACEMENT OF INCUMBENTS IN JOB GROUPS
- ◆ AVAILABILITY RATES—2-FACTOR ANALYSIS
- ◆ UTILIZATION ANALYSIS
- ◆ IMPACT-RATIO ANALYSIS—ADVERSE IMPACT
- ◆ GOALS AND TIMETABLES
- ◆ EEO WORKFORCE ANALYSIS
- ◆ MONITORING PERSONNEL ACTIVITY
- ◆ ANALYSIS OF ACCOMPLISHMENTS IN PREVIOUS YEAR'S AAP
- ◆ HIRING GOALS VS RESULTS
- ◆ REVIEW SAMPLE AAP AND NARRATIVE
- ◆ ALL AAP REPORTS AND DOCUMENTATION



AAP Step by Step



Day One: 8:30-4:30
Day Two: 8:30-12:30

Seminar Tuition:
Includes manual
\$399.00 for single participant
\$349.00 for each additional
Credit cards accepted

See our schedule and Register now! online at
www.hudsonmann.com/training.html

Continuing Education Benefits:

HR Professionals: This program has been approved for 10 recertification credit hours toward PHR and SPHR recertification through the Human Resource Certification Institute (HRCI).



Seminar Materials:

You'll leave this workshop with a participant manual that includes the narrative of the course, handout pages of the PowerPoint presentation, sample worksheets, and legal references.

Certificate of Attendance:

On completion of this course you will receive a certificate to document your training and recertification hours.

Your location, Your Issues:

If your organization needs to train a group of employees, HudsonMann can customize this program to fit your needs and we can provide the training at your location.