

AAP Seminar Agenda

Day One



Morning

8:30 – 10:30AM

Affirmative Action - What It Is & Isn't
Laws Covering AAP and EEO Topics
Government Agency Roles and Responsibilities
10 Steps To Compliance
Using AAP As A Management Tool
Organizational Profile
Workforce Analysis
EEO-1 Categories
EEO-1 Report Requirements

10:30 – 10:45AM Break

10:45 – 12:00PM

Determining Availability



Afternoon

12:00 – 1:00PM Lunch

1:30 – 2:45PM

Job Group Exercises
Availability Analysis
Availability Exercises
Utilization Analysis

2:45 – 3:15PM Break

3:15 – 4:30PM

Placement Goals – How To Set & Track
Designation Of Responsibility
Identification Of Problem Areas
Action-Oriented Plans
Personnel Activity & Adverse Impact
AAPs For Disabled & Veterans

Day Two



Morning

8:30 – 10:30AM

Definition Of Applicant
Record Retention Requirements
How To Minimize Liability
OFCCP Audit Preparation
Trends In Audits
Compliance Review Process
Audit Outcomes
How To Conduct Internal Audits

10:30 – 10:45AM Break

10:45 – 12:30PM

Compensation Compliance
OFCCP Compensation Analyses



Certificates

Don't forget to get your HRCI & SHRM certificates so you receive your CEUs!

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