

HUDSONMANN



AAP Seminar Agenda

Day One

- 8:30-10:30 Affirmative Action Definition what it is and isn't
Laws covering AAP and EEO topics
Government agency roles and responsibilities
AAP Central Premise
Using AAP as a management tool
- 10:30-10:45 Break
- 10:45-12:00 Review of the AAP components
10 step process to plan development
Organizational Profile
Workforce Analysis
Job Group Analysis
EEO-1 Categories
EEO-1 Report requirements and model
- 12:00-1:00 Lunch
- 1:00-2:45 Job Group Exercises - develop and record
Determining Availability Internal and External
Availability Analysis
Availability Exercises - develop total availability
Utilization Analysis - what it is and does
Utilization Analysis - develop and identify issues
- 2:45-3:15 Break
- 3:15-4:30 Placement Goals how to set and track
Quantitative Analysis Review of key components and measures
Designation of responsibility
Identification of Problem Areas
Action Oriented Plans

Day Two

8:30-10:30 How to conduct internal audits
 Personnel Activity Tables
 Adverse Impact
 Adverse Impact exercises – calculate and understand meaning
 AAPs for Disabled and Veterans

10:30-10:45 Break

10:45-12:30 Definition of Applicant – new rules
 Record retention requirements
 How to minimize liability
 Audit preparation
 Trends in audits
 Compliance review Phases and Procedures
 HudsonMann Red Flag Report
 Possible outcomes of an audit
 Compensation guidelines
 OFCCP compensation analyses
 Multiple Regression
 Review balance of sample plan
 Final review of activities and close