

Course Highlights

Race, color, religion, sex, national origin, age, and disability discrimination	Preventing and addressing workplace harassment, including sexual harassment	Writing and implementing best-in-class EEO/AA and D&I policies	Understanding and complying with leave and accommodation requirements
An overview of federal supply and service AAP requirements	Ensuring compliance with federal, state, and local pay equity requirements	Steps to take if you receive a charge of discrimination or harassment	Immigration-related employment eligibility and verification requirements

Agenda

Day 1		
8:00 AM	Arrival & Continental Breakfast	
8:30 AM	Welcome & Introductions	
9:00 AM	Overview	<ul style="list-style-type: none"> • Sources of Rules Governing Workplace Behavior • Other Enforcement & Compliance Mechanisms • Theories of Discrimination • McDonnell Douglas Burden-Shifting Scheme
	EEO Federal Employment Laws	<ul style="list-style-type: none"> • Title VII, Civil Rights Act of 1964 • Section 1981, Civil Rights Act of 1866 • Age Discrimination
12:00 PM	Lunch	
1:00 PM	EEO Federal Employment Laws (continued)	<ul style="list-style-type: none"> • Compensation Discrimination • Disability Discrimination • Genetic Information Nondiscrimination Act • Family & Medical Leave Act
5:00 PM	Adjourn	

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Day 2		
8:00 AM	Arrival & Continental Breakfast	
8:30 AM	EEO Federal Employment Laws (continued)	<ul style="list-style-type: none"> • Workplace Retaliation • Protections for Veterans • Immigration Reform & Control Act • Whistleblower Protection
	EEO Establishing Non-Discriminatory Employment Practices	<ul style="list-style-type: none"> • Hiring Procedures • Employment Interviews • Performance Evaluations • Termination • Documentation
12:00 PM	Lunch	
1:00 PM	Overview of EEOC Charge Processing Procedures	<ul style="list-style-type: none"> • Summary of EEOC Charge Handling Process • Responding to EEO Charges • EEOC Charge Resolution
5:00 PM	Adjourn	

Day 3		
8:00 AM	Arrival & Continental Breakfast	
8:30 AM	Affirmative Action & OFCCP Compliance	<ul style="list-style-type: none"> • Relationship Between EEO and Affirmative Action • What to Know Before Developing an AAP • AAP Annual Forward-Looking Statistical Reports • AAP Annual Rearward-Looking Statistical Reports • AAP Annual Narrative Requirements
12:00 PM	Lunch	
1:00 PM	Compliance Enforcement	<ul style="list-style-type: none"> • Enforcement Overview • Audit Selection & Scheduling • Audit Management • Audit Outcomes
4:30 PM	Adjourn	

There are two 15-minute breaks planned each day – one in the morning and one in the afternoon