

Course Highlights

Effectively structuring AAPs by entity, location, or function	Building job groups to ensure compliance and minimize risk	Preparing and interpreting AAP statistical reports	Calculating internal, external, and final availability estimates
Goal setting for women, minorities, veterans and persons with disabilities	Writing effective AAP narratives on good-faith outreach and recruitment	Using the AAP to monitor for systemic discrimination indicators	Communicating AAP results to recruiters, hiring managers, and executives

Agenda

Day 1		
8:00 AM	Registration & Continental Breakfast	
8:30 AM	Introductions & Orientation	
9:00 AM	Foundation	<ul style="list-style-type: none"> • Equal employment opportunity versus affirmative action • Regulatory requirements • “Program” and “Plan” defined
	What to Know <u>Before</u> Developing an AAP	<ul style="list-style-type: none"> • Five components of an AAP • AAP cycle • The right data • AAP structure
	Building an Executive Order 11246 AAP	<ul style="list-style-type: none"> • Designation of responsibility • Analyze statistical reports • Organizational Profile • Job Group Analysis
12:00 PM	Lunch	
1:00 PM	Building an Executive Order 11246 AAP (continued)	<ul style="list-style-type: none"> • Analyze statistical reports <ul style="list-style-type: none"> • Placement of Incumbents in Job Groups • Determining Availability • Comparing Incumbency to Availability • Setting Placement Rate Goals
	Day One Wrap-Up & Questions	
5:00 PM	Adjourn	

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Day 2		
8:00 AM	Continental Breakfast	
8:30 AM	Building an Executive Order 11246 AAP (continued)	<ul style="list-style-type: none"> • Identify problem areas <ul style="list-style-type: none"> • Identification of Problem Areas • Develop action oriented programs <ul style="list-style-type: none"> • Action-Oriented Programs • Maintain internal auditing and reporting systems <ul style="list-style-type: none"> • Internal Audit and Reporting System
	Building a 503/4212 AAP	<ul style="list-style-type: none"> • Affirmative Action Policy • Responsibility for Implementation • Reasonable Accommodation • Harassment • Internal Policy Dissemination
12:00 PM	Lunch	
1:00 PM	Building a 503/4212 AAP (continued)	<ul style="list-style-type: none"> • External Policy Dissemination • Review of Personnel Processes • Review of Physical and Mental Qualifications • Data Collection Analysis • Training • Audit and Reporting • Veterans Hiring Benchmark and Disability Utilization Goal
4:30 PM	Course Wrap-Up	<ul style="list-style-type: none"> • Complete Feedback Form • Certificate of Completion
5:00 PM	Adjourn	

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