

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
Designing and developing effective affirmative action programs	Implementing aggressive D&I efforts that comply with federal EEO/AA laws	Investigating and responding to discrimination charges	Managing audits by DOL's Office of Federal Contract Compliance Programs

Agenda

Day 1		
8:00 AM	Arrival & Continental Breakfast	
8:30 AM	Introductions & Orientation	
9:00 AM	Legal Foundations	<ul style="list-style-type: none"> • Sources or Rules Governing Workplace Behavior • Consequences of Noncompliance • Theories of Discrimination • McDonnell Douglas Burden-Shifting Scheme
	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 in Employment Act • Older Workers Benefit Protection Act • Equal Pay Act • Lilly Ledbetter Fair Pay Act
12:00 PM	Lunch	
1:00 PM	Federal Employment Laws	<ul style="list-style-type: none"> • Americans with Disabilities Act • Genetic Information Nondiscrimination Act
5:00 PM	Adjourn	

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Day 2		
8:00 AM	Continental Breakfast	
8:30 AM	Federal Employment Laws	<ul style="list-style-type: none"> • Family and Medical Leave Act • Workplace Retaliation • Vietnam Era Veterans' Readjustment Assistance Act • Uniformed Services Employment Reemployment Rights Act • Immigration Reform and Control Act • Whistleblower Protection
	Establishing Nondiscriminatory Employment Practices	<ul style="list-style-type: none"> • Hiring Procedures • Employment Interviews • Performance Evaluations • Documentation
12:00 PM	Lunch	
1:00 PM	Responding to Charges of Employment Discrimination	<ul style="list-style-type: none"> • Introduction • Overview of Processing Procedures • Company's Initial Response to a Charge • Company's Internal Investigation
5:00 PM	Adjourn	

Day 3		
8:00 AM	Continental Breakfast	
8:30 AM	Responding to Charges of Employment Discrimination	<ul style="list-style-type: none"> • Responding to the Charge • Managing the Onsite Investigation • Voluntary Resolution of Charges
12:00 PM	Lunch	
1:00 PM	Developing & Defending Compliant Affirmative Action Programs	<ul style="list-style-type: none"> • EEO & Affirmative Action Overview • What to Know <i>Before</i> Developing your AAP(s) • Developing, Using, and Defending the Organization Profile
5:00 PM	Adjourn	

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Day 4		
8:00 AM	Continental Breakfast	
8:30 AM	Developing Compliant Affirmative Action Programs	<ul style="list-style-type: none"> • Forming & Justifying AAP Job Groups • Understanding & Calculating Availability • Comparing Incumbency to Availability
12:00 PM	Lunch	
1:00 PM	Developing Compliant Affirmative Action Programs	<ul style="list-style-type: none"> • Placement Rate Goals • Executive Order 11246 AAP Narrative Requirements • Disability & Veteran AAP Requirements
5:00 PM	Adjourn	

Day 5		
8:00 AM	Continental Breakfast	
8:30 AM	Defending Compliant Affirmative Action Programs	<ul style="list-style-type: none"> • Responding to an OFCCP Scheduling Letter • OFCCP's Desk Audit Analyses & Focus on Systemic Discrimination
12:00 PM	Lunch	
1:00 PM	Defending Compliant Affirmative Action Programs	<ul style="list-style-type: none"> • Managing Follow-up Requests for Data • Completing the Evaluation
4:30 PM	Wrap-Up, Questions & Course Evaluations	
5:00 PM	Adjourn	

There are two 15-minute breaks planned daily – one in each morning and one in each afternoon.