

Developing technically compliant and strategic affirmative action plans

Agenda

- Preparing Compliant Affirmative Action Plans
 - Successful strategies for developing compliant AAPs
 - Preparation decision points: in-house or outsource
 - Special data issues
- Implementing Proactive Affirmative Action Programs
 - Proactive implementation: single sites or companywide
 - Getting management and compliance support functions "on board"
 - Monitoring and analyses requirements during the plan year
 - Recordkeeping requirements
 - Identifying and fixing problem areas before the OFCCP finds them
- Developing the Affirmative Action Plan Statistics
- Analyzing your workforce
 - Organizational profile/workforce analysis
 - Job group analysis
- Calculating availability and setting goals
 - Calculating availability
 - Utilization analysis
 - Creating affirmative action goals
- Analyzing your personnel actions
 - Creating personnel summaries
 - Calculating adverse impact
 - Adverse impact case study
 - Selection & testing
 - Goal attainment
- Affirmative action narrative reports
 - Executive order 11246 -minorities and females
 - Section 503 - individuals with disabilities
 - VEVRAA - veterans and special disables veterans