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MARCH 15-16

Forefront Center | Waltham MA

# Let's Prepare an Affirmative Action Plan!

Presented by Attorney Michael S. Albert

Consultant in  
AAP design,  
development,  
audits and  
census reports

Let's Prepare an  
Affirmative Action Plan!

Return Service Requested

**Albert Affirmative Action Plans**  
Michael S. Albert Esq.,  
54 Meeting House Path  
Ashland, MA 01721

## Why You Should Attend

If you're a federal contractor, you may be required to have an Affirmative Action Plan and update it each year. The Department of Labor's audits of AAPs are getting more sophisticated. If you omit key information, show evidence of discrimination, or forget to keep good records, it can cost a lot of money to get into compliance.

**Let's Prepare an Affirmative Action Plan!** is designed for supply and service (non-construction) contractors who must comply with federal rules, understand the latest developments in the regulations, and be prepared for an audit.

- Learn how to organize and analyze the data!
- Select the best options for your organization!
- Create a realistic plan that meets all legal requirements!

**You'll hear** practical information and learn a step-by-step approach to writing your AAP from an expert.

**You'll understand** what each of the requirements are, what your options are to comply with them, and how to select the best option for your company, in a supportive, small group environment. You'll get your questions answered and we'll have some fun along the way!

**You'll receive** a comprehensive easy to use manual, valued at \$350, which includes a sample AAP with exhibits and every blank form you'll need, with instructions. We'll practice how to prepare each exhibit. And if you have additional questions when you're back in the office using the materials, just call or email.

This seminar is designed for the person who has never written an AAP before and also for the experienced person who wants to know if there's a better way to do it. If you're looking for practical guidance and tips, this is the seminar for you!

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# Let's Prepare an Affirmative Action Plan!

Thursday & Friday, March 15-16, 2018  
Fee: \$595.00

## DAY ONE

8:45AM-3:30PM (includes lunch)

- Minority/Female Job Group Analysis
- Historical Personnel Activity, including Internet Applicants
- Availability Analysis  
Classroom Exercise Handout  
Using the 2010 Census

## DAY TWO

8:45AM-3:30PM (includes lunch)

- Incumbency Comparison Analysis  
Classroom Exercise Handout
- Goals and Data Disparity Analysis  
Classroom Exercise Handouts
- Organizational Profile: Workforce Analysis  
or Organizational Display
- How to Write the Narrative
- Complying with the 2014 Veterans  
and Disabilities Regulations

You'll receive a practical and easy-to-use manual to prepare an affirmative action plan that meets the needs of your organization. The manual includes over 250 pages of notes and definitions, forms with their own instruction set, examples, a guide to the government regulations, and a sample AAP, with text.

## Seminar Information

The registration deadline is **March 8, 2018**.

You can register by mail or email. If you reserve by phone, please follow-up by mail or email.

The Forefront Center is located at 404 Wyman Street in Waltham, Massachusetts, Exit 27B from Route 128. Your confirmation and directions will be sent one week prior to the class.

You can make your check payable to:  
**Michael S. Albert** (Tax ID available upon request)

If you must cancel, contact Mike Albert one week prior to the class for a full refund, less an administrative fee of \$25. Otherwise the full payment is due but you can register for the next class at a substantial discount.

Additional classes may be added if enrollment exceeds capacity.

**Email Mike@AlbertAAP.com** or phone **508-881-5084** for additional information.

## Presenter

Michael S. Albert is an attorney with over 25 years experience in human resource management and contemporary workplace issues. He has assisted dozens of corporations, both large and small, in developing Affirmative Action Plans that meet all federal requirements and has represented clients in numerous Compliance Reviews by the US Department of Labor.

Before becoming an HR consultant, he held key HR positions for 10 years at Data General Corporation in Equal Opportunity and Employment Law. He is admitted to practice in Massachusetts and belongs to the Northeast Human Resources Association.

## Registration & Order Form

Name\_\_\_\_\_

First Name for Badge\_\_\_\_\_

Title\_\_\_\_\_

Company\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_

Email\_\_\_\_\_

Industry\_\_\_\_\_

My check for\_\_\_\_\_

\_\_\_\_\_ is enclosed

\_\_\_\_\_ will be mailed on\_\_\_\_\_

I can't attend but I would like to order:

\_\_\_\_\_ Manual for Let's Prepare an Affirmative Action Plan! @ \$360 (over 250 pages, including Sample AAP and Forms)

Add \$7.50 shipping/handling, Total = \$367.50  
MA Residents add \$22.50 sales tax,  
Total = \$390.00

Mail to: Michael S. Albert, Esq.  
54 Meeting House Path  
Ashland, MA 01721  
Email to: Mike@AlbertAAP.com

**Albert Affirmative Action Plans**

**www.AlbertAAP.com**

**508-881-5084**