

Albert Affirmative Action Plans

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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!

Forefront Center | Waltham MA

MARCH 8-9

2012

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!

Let's Prepare an Affirmative Action Plan!

Thursday & Friday, March 8-9, 2012
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 2000 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
- Plans for Individuals with Disabilities
and Veterans

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 **February 29, 2012.**

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

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