

Training Workshops at



Affirmation Action Plan Workshop

This workshop is pre-certified by the Human Resources Certification Institute (HRCI) for PHR/SPHR re-certification credit.

**Tuesday and Thursday
November 2 & 4, 2010
8:30 a.m. to 4:0 p.m.
(lunch included)**

**KABA Training Room
600 52nd Street, Suite 120**

Member: \$785

Non-Member: \$1,050

In this workshop, you receive the tools you need to write a federally sound affirmative action plan from start to finish, including the preparation of all critical statistical analyses. Our approach is unique—First, the seminar is conducted by MRA's AA/EEO Managers; Second, this is one of the most "hands-on" and interactive seminars you will ever attend. You actually prepare many elements of your plan during the seminar. An optional third day of this workshop is devoted to the development of your organization's affirmative action plan. You have the opportunity for a personalized follow-up session with one of MRA's AA/EEO professionals. This session, scheduled as needed, is intended to assist you in working through any issues or concerns you may have while working with the data from your organization. You will learn to:

- comprehend the legal framework and audit process
- differentiate between goals and quotas
- identify potentially discriminatory policies and practices
- develop the required statistical analyses
- maintain affirmative action recordkeeping
- write plan narrative
- implement an Affirmative Action program

Please complete the form below and fax to KABA at 262.605.1111 or register online at www.kaba.org

Yes! I will attend the workshop, "Affirmative Action Plan Workshop"

Participant Name: _____ Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Alternate Contact: _____ Phone: _____

Send invoice to: _____ Fax: _____

Cancellation Policy: Cancellations, in writing, are accepted until 5 p.m. five business days prior to the program. Cancellations made with less than five days notice and "no-shows" will be invoiced for the total registration fee. Substitutions are accepted at any time. KABA will confirm your registration at least two days before the program or course will be held. If you do not receive confirmation by that time, please contact us to ensure that your registration was received.

For more information on this workshop or any other training needs, please contact:

Diana Ide-Gonzalez, 262.605.1100 or dide-gonzalez@kaba.org