

Training

THOMAS HOUSTON associates, inc.
Affirmative Action Compliance Consultants



PROGRAM CATALOGUE

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TRAINING

OVER 30 YEARS OF EXPERIENCE in the areas of

AFFIRMATIVE ACTION and human resources...

CONTINUOUSLY ENHANCED by the application of **PRO-ACTIVE METHODS**

developed to address **RELEVANT, CURRENT ISSUES** ... while developing

AFFIRMATIVE ACTION PLANS and conducting **OFCCP COMPLIANCE EVALUATIONS**

for a **DIVERSE, NATIONWIDE** client base...**ENSURING** programs designed for your

~SUCCESS~

Thank you for considering THOMAS HOUSTON associates, inc. for your training needs. In addition to the programs outlined in the pages of this brochure, we can work with you to customize training programs that meet your specific requirements. We offer a variety of classroom environments to accommodate all schedules:



Instructor-Led Webinar – our professional consultants conduct a Webinar training program of your choice, which is conveniently accessible for up to 25 attendees.



On-Site Training - our expert instructors conduct the training program of your choice at the location you choose including our partner training facility near Orlando, Florida



Self-Paced, On-line – available 24 hours a day, 7 days a week from the convenience of any computer.



PROGRAM DESCRIPTIONS

AFFIRMATIVE ACTION FOR MANAGERS



Affirmative action results are dependent on the actions of all company management. This program is designed to communicate the importance of supporting human resources in compliance efforts and the effect of management decisions on the overall success of your company's affirmative action program. Upon completion of this program the trainee will have an understanding of:

- ✓ The laws, regulations and enforcement agencies related to affirmative action;
- ✓ The importance of an affirmative action program to Federal contractors;
- ✓ The potential ramifications of non-compliance;
- ✓ The difference between a "program" and a "plan";
- ✓ Affirmative action – what it is and what it is NOT;
- ✓ The definition of an applicant and why it is important;
- ✓ How management decisions can affect compliance;
- ✓ Individual responsibilities of a manager; and
- ✓ The importance of documented good faith efforts.

Key "Take Away" Tools: Attendees receive our proprietary flow chart for determining who meets applicant criteria along with our sample disposition codes.

DEVELOPING AN EFFECTIVE AFFIRMATIVE ACTION PROGRAM (AAP)



"The use of this seal to denote endorsement by the HFI Certification Institute of the quality of the program, it means that this program has met the HFI Certification Institute's criteria to be pre-approved for recertification credit."

Designed to provide a fundamental understanding of the components, technical requirements and objectives of a compliant written affirmative action plan this intensive eight(8) hour program begins with the basics of the unique and often misunderstood objective of affirmative action and ends with what to expect and how to prepare for a compliance evaluation. Upon completion of this program, the trainee will have an understanding of:

- ✓ a step-by-step method for meeting technical analysis requirements;
- ✓ systematic management of applicant flow in order to minimize exposure;
- ✓ additional tools and documentation used to assist in meeting non-statistical requirements;
- ✓ presentation of the "best picture" of affirmative action compliance;
- ✓ best practices for meeting additional reporting and posting requirements;
- ✓ use of the written AAP as a proactive human resources management tool; and
- ✓ current regulation and compliance evaluation trends.

Key "Take Away" Tools: Attendees receive a copy of content detail and examples



PROGRAM DESCRIPTIONS

CUSTOMIZED IMPLEMENTATION TRAINING



The written affirmative action plan is completed, what's next? THOMAS HOUSTON associates, inc. offers a presentation of your company's completed Affirmative Action Plan (AAP) as well as a Management Action Plan (MAP) that summarizes the effectiveness of your company's affirmative action program and the critical issues to be addressed. Direction is also provided for reviewing report results with all levels of management. The main objective of the Customized Implementation Training is a clear understanding of the current status and plan year objectives of your company's affirmative action program. Communication of program status and objectives to Senior Level Management will help to satisfy the dissemination requirements under Internal audit and reporting system 41 CFR §60-2.17(d). The training, which is customized to suit your company's needs, includes:

- ✓ Management Engagement - An overview that begins by stressing the importance of supporting affirmative action as a customer service issue as opposed to a government regulation issue. An overall assessment of compliance and direction for improvements is presented as well as the ramifications for non-compliance;
- ✓ Report Interpretation - A detailed review of the reports included in both the Affirmative Action Plan and the Management Action Plan;
- ✓ Action-Oriented Programs - Explanation of the coordination of report results, selected action-oriented programs, and the necessary tools for implementation; and;
- ✓ Documentation Guidelines - A review of the type(s) of documentation that will result in demonstrated good faith efforts as required under action-oriented programs 41 CFR §60-2.17(c).

COMPLIANCE REVIEW PROCESS AND PREPARATION



A compliance review is the most common compliance evaluation investigative process that is used by the Office of Federal Contract Compliance Programs (OFCCP) to determine if a Federal contractor is complying with non-discriminatory and affirmative action regulations. This course is designed to provide an understanding of the Compliance Review process, what to expect and how to prepare a timely response. Following this course the trainee will have an understanding of:

- ✓ The Federal Contractor Selection System (FCSS);
- ✓ Different types of Compliance Evaluations;
- ✓ The difference between the Corporate Scheduling Announcement Letter (CSAL) and the Scheduling Letter used for the Compliance Review process;
- ✓ The Compliance Review Scheduling Letter and accompanying Itemized Listing;
- ✓ What to do when a Compliance Review Scheduling Letter is received;
- ✓ Best practices for Compliance Review preparation;
- ✓ What to expect at each stage of a Compliance Review: Desk Audit, Offsite analysis, and Onsite review;
- ✓ Potential Compliance Review findings and results; and
- ✓ The most frequently cited violations by the OFCCP.



PROGRAM DESCRIPTIONS

EEO-1 & VETS 100/100A REPORTING



This program details the Federal contractor EEO-1 & VETS 100/100A reporting requirements. Upon completion of this program the trainee will have an understanding of:

- ✓ Report requirements – who is required to file and when;
- ✓ Types of EEO-1 reports;
- ✓ The difference between VETS 100 and VETS 100A reports;
- ✓ On-line filing;
- ✓ First time filing;
- ✓ Extension requests;
- ✓ Compliant methods for compiling data;
- ✓ Why and when to survey / resurvey the workforce;
- ✓ Related recordkeeping; and
- ✓ How the reports are used by the related regulatory agencies.

Key “Take Away” Tool: Attendees receive examples for voluntary self-identification tools.

FORM I-9 COMPLIANCE



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This program provides an overview of the importance of Form I-9 compliance and potential penalties. The program covers current Form I-9 documentation requirements and provides specific instructions and tools to ensure an organization is aware of how to prepare Form I-9 and remain in compliance with all requirements including record retention. The program also provides specifics regarding the E-Verify System as well as the various tools so that an organization, subject to the E-Verify System requirements, understands how to remain in compliance. Upon completion of this program, the trainee will have an understanding of:

- ✓ The regulatory overview that resulted in Form I-9 and the current employment eligibility verification requirements;
- ✓ E-Verify System – what it is, who needs to be verified and when, how to enroll your organization to the E-Verify System, and how to appropriately handle certain outcomes that result from using the E-Verify System to remain in compliance with the law;
- ✓ How to accurately complete Form I-9, what are the acceptable documents and their exceptions, and when is re-verification required;
- ✓ The violations and associated penalties involved when mandates for Form I-9 Employment Eligibility compliance are violated;
- ✓ Record retention and storage requirements associated with Form I-9;
- ✓ Implementation of a compliant Form I-9 process; and
- ✓ How to audit current procedures to ensure compliance with all Form I-9 regulatory requirements and minimize the risk of non-compliance.

Key “Take Away” Tool: Attendees receive a complimentary copy of our proprietary Form I-9 Tool Kit



PROGRAM DESCRIPTIONS

EMPLOYEE DOCUMENTATION AND RECORDS RETENTION



Various Office of Federal Contract Compliance Program (OFCCP) regulations require that contractors preserve complete and accurate personnel records and to permit the OFCCP access to their records, including computerized records, for inspection and copying. Upon completion of this program the trainee will have an understanding of:

- ✓ The different OFCCP regulation retention period requirements;
- ✓ When / how it is permissible to transfer original paper records to an electronic recordkeeping system;
- ✓ When paper documentation may be destroyed;
- ✓ When electronic recordkeeping systems are considered compliant; and
- ✓ Acceptable records management practices.

Business Skills Training



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In addition to THOMAS HOUSTON associates, inc.' customized and core training solutions you can access over 5000 online and on-demand business training courses. Look for the Seal on your selected course and earn your re-certification credit today. Course content includes:

- Sales Skills
- New Employee On-boarding
- New Manager & Supervisor
- Desktop Computer Skills
- Leadership Development
- Customer Service
- Legal Compliance
- Health & Safety
- Business Certifications
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