

Training



THOMAS HOUSTON associates, inc.
Affirmative Action Compliance Consultants

PROGRAM CATALOG

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OVER 35 YEARS OF EXPERIENCE in the areas of

AFFIRMATIVE ACTION and human resources...

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

addressing **RELEVANT, CURRENT ISSUES** ... while developing

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

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

~SUCCESS~

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



Instructor-Led Webinar/Webcast – our instructors will conduct Webinar training programs of your choice, for up to 24 attendees.



Learning Library – Look for the Learning Library logo to see if a recorded session is available for your training selection. Learning Library programs are available 24 hours a day, 7 days a week.



On-Site Training - our instructors will conduct the training program of your choice at your designated location , our Fort Lauderdale, FL training facility or our partner training facility near Orlando, FL.



Self-Paced, On-line – available 24 hours a day, 7 days a week.

Look for the HRCI Seal on your selected program and earn your Recertification credits today.



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INTRO TO AFFIRMATIVE ACTION



Perfect for anyone new to Affirmative Action, this course provides a general understanding of Affirmative Action terminology and the related obligations. Attendees will learn the terms that define Affirmative Action; how Affirmative Action is different than EEO and why you need both an Affirmative Action Program and an Affirmative Action Plan. Attendees will be provided with a definition for different guidelines such as who is included in a plan and how multiple location companies' Affirmative Action Programs should be structured. A review of the different laws and protections related to Equal Employment Opportunity and Affirmative Action will also be covered.

Recertification Hours: 1.25
Duration: 1.25 hours

STEPPING THROUGH THE AFFIRMATIVE ACTION PLAN AND AUDIT PROCESS



This program is designed to provide a fundamental understanding of the components, technical requirements, and objectives of a compliant written Affirmative Action Plan and critical program elements. This six and half hour (6.5) 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 attendee will have an understanding of:

- ✓ A step-by-step method for meeting technical analysis requirements;
- ✓ The systematic management of applicant flow in order to minimize exposure;
- ✓ The additional tools and documentation used to assist in meeting non-statistical requirements;
- ✓ What a presentation of the "best picture" of affirmative action compliance is;
- ✓ The best practices for meeting additional reporting and posting requirements;
- ✓ The 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 summary of the program and various handouts

Recertification Hours: 6.5
Duration: 6.5 hours



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IMPLEMENTING AN EFFECTIVE AFFIRMATIVE ACTION PROGRAM



This program will provide a high level approach to the implementation of an organization's Affirmative Action (AA) Program. It will answer the question, "Now that our Affirmative Action Plans are written, how do we implement?"

This six and half hour (6.5) hour program begins with an overview of what an Affirmative Action Plan is and how it is the foundation of an organization's Affirmative Action Program. Upon completion of this program, the attendee will have an understanding of:

- ✓ AA Plan vs. AA Program
- ✓ Responsibility for AA Program Implementation
- ✓ Key terms and elements of the AA Program: Job Grouping, EEO Categories, Underutilization, Availability, Adverse Impact, Goals
- ✓ Regulations, laws and requirements of the AA Program
- ✓ Program Components including Good Faith Efforts - Action Oriented Programs
- ✓ Analyzing the results of the AA Plan
- ✓ Best Practices and Impact of the Recruitment/Selection Process, Job Posting activities
- ✓ Applicant definitions and Applicant Flow Data compilation
- ✓ Training – an effective part of your AA Program
- ✓ NEW – VEVRAA/Section 503 regulations and what you need to know
- ✓ Recent changes in Federal Contract Compliance Manual (FCCM)

Key "Take Away" Tools: Attendees receive a summary of the program and various handouts

Recertification Hours: 6.5
Duration: 6.5 hours



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IMPACT RATIO ANALYSIS: WHAT DOES IT REVEAL?



This session will provide an overview and better understanding of the purpose for conducting an Impact Ratio Analysis as an Affirmative Action obligation.

The personnel activities that are required to be analyzed and the results of such an analysis will be reviewed. Specific examples using terminations and applicant vs. hire activity will be discussed. Overall, the attendee will gain a detailed understanding of what is entailed, covered, and revealed through an Impact Ratio Analysis.

Key "Take Away" Tools: Attendees receive "sample" analyses showing how to analyze adverse impact

Recertification Hours: 1
Duration: 1 hour



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CUSTOMIZED IMPLEMENTATION TRAINING



The written Affirmative Action Plan is completed, what's next? THOMAS HOUSTON 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 training is a clear understanding of the current status and the implementation of plan year objectives of your Affirmative Action Program. Communication of program status and objectives to Senior Level Management will assist in satisfying the dissemination requirements under Internal Audit and Reporting Systems 41 CFR §60-2.17(d). This customized training 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 and Management Action Plans;
- ✓ 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).

Duration: 2 – 4 hours (On-site or Webinar), up to 24 attendees per Webinar session

UNDERSTANDING COMPLIANCE EVALUATIONS



Compliance Evaluation is the investigative and review process 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. A Compliance Review is the most common investigative procedure used by the OFCCP when conducting a Compliance Evaluation. This program 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 attendee 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.

Recertification Hours: 1.25

Duration: 1.25 hour



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EE0-1 & VETS REPORTING



This program details the Federal Contractor EEO-1 & VETS reporting requirements. Upon completion of this program the attendee will have an understanding of:

- ✓ Report requirements – who is required to file and when;
- ✓ Types of EEO-1 reports;
- ✓ The changes in VETS 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 of voluntary self-identification tools.

Recertification Hours: 1

Duration: 1 hour



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OUTREACH AND RECRUITMENT



Recruiters have multiple responsibilities and reporting relationship mandates but only one goal: identifying, attracting, and obtaining top-notch talent that can onboard successfully and make a contribution. This Learning Library program will assist in providing a solid foundation for proper outreach and recruitment in today’s multidimensional market.

- ✓ Learn basics of Affirmative Action Outreach and Diversity Recruitment
- ✓ Gain insights into the requirements of requests for accommodation in recruitment and hiring
- ✓ Understand the legal mandates to track all points of departure from the recruitment and hiring process
- ✓ Gain up-to-the-minute news on applicant tracking in the Internet age.
- ✓ Participants shall experience situational scenarios to solidify their knowledge base in the area.

Recertification Hours: 1.5

Duration: 1.5 hour



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EEO/AA AND DIVERSITY BASICS



Are you unsure of your legal rights in the workplace? Confused about your responsibilities to protect your employees, accommodate disability requests, or put a stop to racial slurs? This Learning Library program will assist participants in understanding the new and improved rules of the workplace.

Participants will:

- ✓ Learn the basics of EEO requirements including FLSA requirements for lactation accommodations, etc.
- ✓ Learn the basics of Affirmative Action, especially important for contractors covered by Executive Order 11246 (DOL/OFCCP) and grant recipients covered by Circular 4704.1 (DOT/FTA)
- ✓ Gain an understanding of how a robust Diversity Program integrates the achievements of Affirmative Action, ensuring non-discrimination and provides a dynamic, inclusive workplace.
- ✓ Participants will also walk through situational scenarios to gain a complete understanding of EEO / AA and Diversity basics.

Recertification Hours: 1
Duration: 1 hour



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How To Avoid EEO/AA PROGRAM MISTAKES IN FTA SUBMISSION REVIEWS

Mistakes in DOT/FTA EEO/AA Program Plan submissions can put grants in jeopardy, as well as require development of training programs, greater community outreach and/or monthly monitoring reports to the FTA. Even grant recipients that have never had an EEO Program Plan concern are in jeopardy if their plan utilizes methodologies noncompliant with current implementation guidelines. This Learning Library program will provide the top EEO Program Plan mistakes of the past five years and tips to ensure compliance.

- ✓ Participants will learn the basic requirements of preparing an EEO/AA Program meeting the requirement of DOT/FTA (formerly UMTA) Circular 4704.1. This is timely due to the high-volume of new grant recipients due to ARRA funding
- ✓ DOT-FTA has made numerous procedural changes to enforcement within the past 24 months. Participants will be provided up-to-the-minute focal areas and "hot button" issues
- ✓ Participants will have a complete understanding of DOT-FTA oversight and be able to prepare for compliance reviews, complaints, and Triennial reviews by the agency

Recertification Hours: 2
Duration: 1.5 hour



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