

# BERKSHIRE ASSOCIATES TRAINING COURSES

## 2018

## About Berkshire

Berkshire Associates Inc. is a human resource consulting and technology firm, specializing in affirmative action, applicant management, compensation management, workforce analytics, diversity, and professional training. For over 30 years, Berkshire has been committed to helping companies find cost-effective solutions to everyday human resource challenges. We deliver solutions that successfully and continually improve human resource practices and procedures.

All training programs are developed by experienced human resource professionals and subject matter experts using the highest quality standards. Our expert consultants provide progressive training on the most important aspects of the industry, including regulation changes and trends. We are HR professionals, so we understand what other HR professionals need to thrive in their workplace.

Committed to giving HR professionals the tools they need to achieve the best results possible, we have expanded our signature training classes to include a collection of online learning options. Now you have access to the same great content and expertise, with more choices designed to suit your needs. Choose from various delivery options to learn on your time, at your pace, and wherever you choose. On the next pages you will find detailed descriptions of Berkshire's training delivery options. If you need further information, please contact Berkshire at 800.882.8904 or [bai@berkshireassociates.com](mailto:bai@berkshireassociates.com).

*We are conveniently located near the Baltimore-Washington International Airport, midway between Baltimore, Maryland's famous Inner Harbor and our nation's capital, Washington, D.C.*





# eLearning

## *Learn from your desk*

---

For organizations who want to manage corporate-wide training, eLearning helps to: monitor training, document completed training, identify who has not taken training, distribute communications to learners, and record acknowledgment and acceptance of training courses.

---

### **Monitor and manage training from your desk**

All eLearning courses are on a user-friendly Learning Management System (LMS) that gives easy access to all your course and learner information. You can register for one course for an individual learner, or purchase multiple seats for organization-wide training.

### **Protect your organization from liability**

Berkshire's eLearning courses help organizations manage training, and are designed to reduce liability in areas where employers are most vulnerable. Informed employees make better decisions and are less likely to exhibit behaviors that put your organization at risk.

### **Scalable training options**

Classes can be taken by one person or as many learners as you have in your organization. The courses can also be distributed based on levels or learner types.

### **Benefits of Berkshire's eLearning courses:**

- Improved management of training employees
- Easy tracking and reporting when using LMS
- Consistency in training content for employees
- Up-to-date content designed by subject matter experts
- Compelling and interactive training means greater retention of material
- Document acknowledgment and acceptance of training and/or policies
- Employees receive personalized certificate of completion
- Content can be customized based on organization's needs

## Affirmative Action eLearning Courses

Berkshire's Affirmative Action eLearning courses are specially designed for organizations who are federal contractors. These courses cover regulations required and enforced by Office of Federal Contract Compliance Programs (OFCCP). Backed by Berkshire's powerful LMS, these classes can be taken by individual learners or deployed across departments, locations, or throughout the organization.

### TOPICS

#### Introduction to Affirmative Action

Developed by affirmative action experts, this eLearning course guides learners through a comprehensive overview of affirmative action policies and guidelines in a simple and digestible way. Course information includes everything from the definition of a covered contractor to affirmative action plan components.

Learners will appreciate the course's interactive elements and engaging content, increasing their likelihood of retaining the information. This course is ideal for HR professionals who want to remain knowledgeable, or for companies who want to ensure their staff is educated and prepared to make sound decisions with the law in mind.

All learners who complete the course, and pass the quiz, receive a Certificate of Completion.

#### Topics Covered:

- Who must comply
- The laws that drive affirmative action compliance
- Affirmative action plan components
- OFCCP compliance evaluations
- Consequences of non-compliance
- The role certain positions play in compliance

**Who should attend:** HR practitioners, affirmative action officers, recruiters, hiring managers new to affirmative action or in need of a refresher.

**Duration:** 60 minutes

#### Cost

**All classes are \$199 per seat.**

Receive a **discount** when purchasing six or more seats of the same class. Call 800.882.8904 for more information. You may register for classes at [www.berkshireassociates.com/elearning](http://www.berkshireassociates.com/elearning).

#### Recertification Credits

This eLearning course is eligible for one HRCI recertification credit for PHR, SPHR, and GPHR, and one SHRM credit towards SHRM-CP or SHRM-SCP.

#### Affirmative Action Compliance for Talent Acquisition

This interactive eLearning course focuses on the role Talent Acquisition plays in maintaining Affirmative Action compliance during a company's recruitment and selection process. From outreach efforts to the definition of an Internet Applicant, employees with talent acquisition responsibilities hold duties that put them on the front lines of AA/EEO compliance. This eLearning course provides the critical information they need to prevent a company from violating OFCCP federal regulations.

All learners who complete the course, and pass the quiz, receive a Certificate of Completion.

## Topics Covered:

- Overview of affirmative action
- Affirmative action analyses that impact recruitment and selection
- OFCCP definition of an Internet Applicant
- Strategic techniques for sourcing applicants
- Targeted outreach and recruitment responsibilities
- The role of talent acquisition in affirmative action compliance

**Who should attend:** HR practitioners, affirmative action professionals, recruiters, employees responsible for hiring.

**Duration:** 30 minutes

## Affirmative Action Compliance for Managers

This interactive eLearning course focuses on the role of the Manager in supporting Affirmative Action compliance in their organization. This course may be taken as a stand-alone, or as a supplement to Introduction to Affirmative Action.

All learners who complete the course, and pass the quiz, receive a Certificate of Completion.

## Topics Covered:

- Introduction to Affirmative Action
- Affirmative Action Plan Analyses
- Definition of an Internet Applicant
- Compliance Enforcement
- The role of the Hiring Managers in AA compliance

## Cost

**All classes are \$99 per seat.**

Receive a **discount** when purchasing six or more seats of the same class. Call 800.882.8904 for more information. You may register for classes at [www.berkshireassociates.com/elearning](http://www.berkshireassociates.com/elearning).

## Recertification Credits

There are no recertification credits associated with this class.

## Bundle the Courses and Save!

Register for Introduction to Affirmative Action *and* Affirmative Action for Talent Acquisition for **\$249**. That's a \$50 savings!

**Who should attend:** Hiring Managers and HR professionals.

**Duration:** 30 minutes

## Cost

**All classes are \$99 per seat.**

Receive a **discount** when purchasing six or more seats of the same class. Call 800.882.8904 for more information. You may register for classes at [www.berkshireassociates.com/elearning](http://www.berkshireassociates.com/elearning).

## Recertification Credits

There are no recertification credits associated with this class.

## Bundle the Courses and Save!

Register for Introduction to Affirmative Action *and* Affirmative Action Compliance for Managers for **\$249**. That's a \$50 savings!

# Webinars

Berkshire's webinars, both live and recorded, provide HR professionals with the opportunity to gain valuable and up-to-date knowledge in a short period of time. Each webinar is designed to deliver regulatory updates or latest best practices in a convenient and timely fashion. Our webinars include some of today's leading HR topics such as legislative updates, the definition of an Internet applicant, and compensation guidelines.

## Who should participate

Webinars are recommended for all level HR professionals, business owners, diversity professionals, EEO/AA compliance officers, and employees with supervisory responsibility.

## How you will benefit

Webinars provide a convenient way of staying informed, right from your desk. Berkshire's webinars can be viewed live or pre-recorded, so you can attend them when the time is right for you. With no travel required, they offer an excellent alternative for companies watching expenses, but still want to keep their employees informed.

[www.berkshireassociates.com/balanceview/topic/all-webinars](http://www.berkshireassociates.com/balanceview/topic/all-webinars)

## WEBINAR TOPICS

GENERAL OFCCP COMPLIANCE  
AFFIRMATIVE ACTION INSIGHTS  
REGULATION UPDATES  
VETERANS & INDIVIDUALS  
WITH DISABILITIES

APPLICANT TRACKING  
GOOD FAITH EFFORTS  
CONFERENCE RECAPS  
PAY EQUITY

## Registration & Price

Some of our webinars are free, while others may cost a minimal fee.

## Where Can You View Our Webinars?

You can view our webinars online at [www.berkshireassociates.com/resources/webinars](http://www.berkshireassociates.com/resources/webinars). Please check our website periodically for added topics.

For more information on Berkshire's webinars, or to receive email alerts when new webinars are scheduled, contact us at 800.882.8904 or [bai@berkshireassociates.com](mailto:bai@berkshireassociates.com).

# Affirmative Action Training

---

## Affirmative Action Planning

Our affirmative action training classes, including our popular Affirmative Action Boot Camp, help HR professionals make the right decisions when handling OFCCP regulations. Attendees who receive Berkshire training become an invaluable asset to their organization; assisting with effectively managing the entire compliance process. Most Berkshire training classes are eligible for recertification credits.

---

## Fundamentals of Affirmative Action Planning

This class is designed to provide attendees with comprehensive training on federal regulations governing affirmative action (AA), the affirmative action plan (AAP) preparation process, and Office of Federal Contract Compliance Programs (OFCCP) audits. Berkshire's AA specialists will show participants how to prepare statistical reports and narratives. Various dates and delivery options are available to accommodate your busy schedule.

### Who should participate

AA/EEO managers, human resources (HR) professionals, diversity officers, and managers with hiring responsibilities.

### How you will benefit

Participants gain in-depth knowledge of the federal regulations that require organizations to prepare an AAP. Facilitated by top AA specialists, participants are guided through the statistical and narrative portions of an AAP. Learn what to expect from OFCCP, and how to survive an OFCCP audit.

### Recertification Credits

This class is eligible for 14 HRCI recertification credits for PHR, SPHR, and GPHR, and 12 SHRM credits towards SHRM-CP or SHRM-SCP.

## Topics Covered

- Overview of Affirmative Action
- Creating a Written Affirmative Action Plan (AAP)
- Analyzing Your Workforce
- Calculating Availability and Setting Goals
- Developing Applicant Flow Using OFCCP Definition of an Applicant
- Analyzing Your Personnel Actions
- Preparing Narratives for Minorities and Women, Protected Veterans, and Individuals with Disabilities
- Implementing and Communicating Your AAP
- OFCCP Audit Process

## Public Training & Registration

### Location

Berkshire Training Center  
8924 McGaw Court  
Columbia, MD 21045

Two-day Seminar

Hours: 9 a.m. – 5 p.m.

Pricing: \$625 pp

### Register for Public Training at:

[www.berkshireassociates.com/training/register/selectclass](http://www.berkshireassociates.com/training/register/selectclass)

## Collaborative Plan Development

This class gets an AAP off your to-do list. Following **BALANCEaap** training, you work side-by-side with an AA Specialist to prepare your AAP. The goal is to give you the dedicated time and resources you need to get your plan completed.

### Who should participate

Subscribers of **BALANCEaap** who have participated in **BALANCEaap** training within six months of the Collaborative Plan Development date. This training is recommended for **BALANCEaap** owners who want to develop a compliant plan, and want expert guidance along the way.

### How you will benefit

Clients value the undivided and uninterrupted time our Collaborative Plan Development provides, and most complete their plan by the end of the session.

## Public Training & Registration

### Location

Berkshire Training Center  
8924 McGaw Court  
Columbia, MD 21045

Hours: 9:00 a.m. – 5:00 p.m.

**Pricing:** Fee is based on number of employees in AAP. Call 800.882.8904 for pricing.

### Register at:

[www.berkshireassociates.com/training/register/selectclass](http://www.berkshireassociates.com/training/register/selectclass)



## Collaborative Plan Development as One-on-One Online Training

Collaborative Plan Development is also offered as a one-on-one online workshop. You can get live, expert consulting support as you develop your AAP. This is a great option for those new to affirmative action planning, or if you want to get your AAP off your to-do list.

**Pricing:** \$2,000 per person. Plus data preparation at \$180 per hour.

Please contact Berkshire Associates at 800.882.8904 or [bai@berkshireassociates.com](mailto:bai@berkshireassociates.com) to discuss **One-on-One Online** or **Private & Custom Training**.

---

## AAP Boot Camp

*Save when you register for Boot Camp*

---

Participate in all four days of our public AAP Boot Camp for a real AAP workout. AAP Boot Camp allows you to learn the application and the fundamentals of AAP while creating your plan. Boot Camp includes Fundamentals of Affirmative Action Planning, **BALANCE<sub>eap</sub>** training, and Collaborative Plan Development.

### Register at:

[www.berkshireassociates.com/training/register/selectclass](http://www.berkshireassociates.com/training/register/selectclass)

### Registration & Delivery Options

With the exception of AAP Boot Camp, all our Affirmative Action Training classes are available as **Public Training**, or as a **Private Training** session.

Please contact Berkshire at 800.882.8904 or [bai@berkshireassociates.com](mailto:bai@berkshireassociates.com) to discuss Private Training and for pricing information.

# Software Training

---

## Software Training

Berkshire provides training on all **BALANCEworks** products. Regulatory requirements can be complex, and understanding how to use the software is critical to the successful application of your investment. Even the most tech savvy professional must have an understanding of concepts and requirements to avoid pitfalls and mistakes.

---

“ My overall experience with Berkshire was **excellent.** I found them to be extremely knowledgeable, organized, service oriented, providing great software products, thorough in **training...** ”

Mary E. Atteberry-White  
Director of Human Resources  
Eastern Savings Bank, FSB

## BALANCE<sup>aap</sup> Training



To get the most out of your investment in BALANCE<sup>aap</sup>, we recommend starting with training. You'll be prepared and armed with the skills you need to complete your plan, year after year. The training classes offer practical guidance users need to automate the AAP process. BALANCE<sup>aap</sup> training is available as One-on-One Online Training, Public Training, or as a Private Training session.

### How you will benefit

Learn how to automate your plan preparation process by taking advantage of BALANCE<sup>aap</sup> training classes. You'll become adept at using the application while gaining an understanding of its capabilities. You'll get the most out of your purchase by giving yourself the right start. Users learn each section of BALANCE<sup>aap</sup> and gain hands-on experience creating a sample plan. The training will take you from importing and editing data, to creating narratives. After completing the training, you'll have the knowledge needed to safeguard your organization by creating a plan that meets technical requirements of AA regulations.

### Topics covered

- Overview of BALANCE<sup>aap</sup>
- Creating a New Plan in BALANCE<sup>aap</sup>
- Determining Availability, Utilization, and Goals
- Creating the Organizational Profile and Establishing a History Source
- Understanding BALANCE<sup>aap</sup> Reports and Creating Narratives

*\*Want to complete your plan in just a few days? BALANCE<sup>aap</sup> Training is also available in Boot Camp.*

### Registration & Delivery Options

For your convenience, our BALANCE<sup>aap</sup> training is available as **One-on-One Online Training, Public Training**, or as a **Private Training** session.

## Public Training & Registration

### Location

Berkshire Training Center  
8924 McGaw Court  
Columbia, MD 21045

Lunch provided

Hours: 9 a.m. – 5 p.m.

Pricing: \$520 pp

### Register for Public Training at:

[www.berkshireassociates.com/training/register/selectclass](http://www.berkshireassociates.com/training/register/selectclass)

## One-on-One Online Training

Get up to four hours of live, one-on-one instruction from one of our AA specialists.

**Pricing:** \$995 per person

To register for **One-on-One Online Training**, please contact Berkshire at 800.882.8904 or [bai@berkshireassociates.com](mailto:bai@berkshireassociates.com).

## Private Training

Does your organization have more than one person who needs to learn how to use **BALANCE<sup>aa</sup>**? Consider a private session which includes all the great content and hands-on experience as the public class, and allows you and your team to learn together. Private sessions can be conducted at Berkshire Associates, at your office, or at a location of your choosing.

Please call Berkshire Associates at 800.882.8904 to discuss **Private Training** and for pricing information.

“ I have always enjoyed the **on-site training**

that we have received from Berkshire...

the software is very **easy to use**, and I appreciate the help I

have received from the technical support team. ”

Kim Killen  
HR/Benefits Administrator  
Knouse Foods



# Private & Custom Training

**Berkshire provides a variety of training for human resource professionals.**

---

Organizations are often in need of training that specifically **addresses an organization's need or objective**. *All training classes offered by Berkshire can be conducted privately or customized.* Berkshire's certified trainers work with you to develop a comprehensive training designed to meet your objectives. Berkshire training programs are ideal for any size group, from a few HR professionals to an organization-wide initiative. We suggest Private or Custom Training for organizations with unique needs or with multiple learners.

**Want More Information?**

Contact Berkshire at 800.882.8904 or [bai@berkshireassociates.com](mailto:bai@berkshireassociates.com).

---

## **Some Topics Available for Private or Custom Training:**

Fundamentals of Affirmative Action Planning

Managing Pay Equity in the Workplace

OFCCP Compliance in the Age of Applicant Tracking

The Marriage of Diversity & Affirmative Action

Introduction to Federal Contractor Compliance

Recruiting Veterans and Individuals with Disabilities

Section 503 and VEVRAA Compliance



# Registration...

## Training Registration Information

---

### Location

All Public training is held in our Columbia, Md. facility.

### Registering for Public & eLearning Online Classes

You can register for all Public and eLearning Classes at [www.berkshireassociates.com/training](http://www.berkshireassociates.com/training). Participants are encouraged to register early for all Public training as space is limited. Feel free to call 800.882.8904 for registration information.

### Scheduling One-on-One Online Training

All One-on-One Online training classes must be scheduled by contacting 800.882.8904, or [bai@berkshireassociates.com](mailto:bai@berkshireassociates.com) to discuss what dates are convenient for you.

### Scheduling Private & Custom HR Training Classes

So we may tailor your Custom or Private class to meet your objectives, please contact Berkshire at 800.882.8904 or [bai@berkshireassociates.com](mailto:bai@berkshireassociates.com) to discuss and schedule Private & Custom training.

### Training Dates

Dates for all Public training classes are available at [www.berkshireassociates.com/training](http://www.berkshireassociates.com/training), or by calling 800.882.8904.

### Special Accommodations

Please let us know if you need special accommodations by calling 410.995.1195 or 800.882.8904, ext. 1220.

### Directions

You will receive directions to our training facility along with your confirmation email, once your registration is complete.

Directions are also available on the Berkshire Website.

### CANCELLATION POLICY

For all class Cancellation Policies, please refer to our website, [www.berkshireassociates.com/training](http://www.berkshireassociates.com/training) or call us at 800.882.8904.

# and more information

---

## Professional Consulting Services and Software

---

### Service Selections

#### Affirmative Action

- Affirmative Action Plan Preparation
- OFCCP Audit Support
- VETS and EEO-1

#### Applicant Management

- Compliance Assessment
- Applicant Tracking Process

#### Compensation Management

- Pay Equity Analysis
- Base Pay Grade Structures
- Market Surveys

#### Workforce Analytics

- Diversity Metrics
- Adverse Impact Analyses



### Software

BALANCEworks includes BALANCEaap, BALANCEhub, and BALANCEtrak. Together, they make up a complete pack of solutions that assist in proactively managing your workforce and safeguard areas most vulnerable to compliance violations.



Cloud-based  
Affirmative Action  
Plan Preparation



Compliance  
Control Center



Cloud-based  
Applicant  
Management  
System



**BERKSHIRE ASSOCIATES INC.**  
*Your Partner in Human Resources and Affirmative Action*

8924 McGaw Court  
Columbia, MD 21045

800.882.8904

[www.berkshireassociates.com](http://www.berkshireassociates.com)