

# HR 2012

*Training Guide*



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

## About Berkshire

Berkshire Associates Inc. is a progressive human resource consulting and software development firm, specializing in affirmative action, applicant management, compensation management, workforce planning, diversity, and professional training. For over 25 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 six delivery options to learn on your time, at your pace, and wherever you choose. On the next page 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.*

# Our Training Options



## Self-Paced Online Training

Take advantage of our Self-Paced Online Training which can be taken 24 hours a day, seven days a week, from the convenience of any computer. As an added benefit, Self-Paced Online Training is accessible for 12 months from date of purchase. Register at: [www.berkshireassociates.com/training/selfpaced\\_ot.aspx](http://www.berkshireassociates.com/training/selfpaced_ot.aspx).



## One-on-One Online Training

One-on-One Online Training is designed for individuals with intermediate knowledge of Affirmative Action and Affirmative Action software. This option offers the benefit of being guided by an expert trainer without having to leave your office. All our One-on-One Online Training classes are live and individually scheduled based on your availability. All software and Collaborative Plan Development training are available in this format. To register contact Berkshire at 800.882.8904 or [bai@berkshireassociates.com](mailto:bai@berkshireassociates.com).



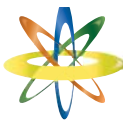
## Group Online Training

Group Online Training, like our One-on-One Online Training, allows you to learn right from your desk. A live instructor will lead a group of learners through the main features of our software products. Group Online Training is offered once a month and our *BALANCEaap* Desktop and *BALANCEaap* Web trainings are available in this format. Group Online Training is specifically designed for individuals with advanced knowledge of AA and AA software. You can register at: [www.berkshireassociates.com/training](http://www.berkshireassociates.com/training).



## Public Training

Public Training classes allow you to get away from your office and join HR professionals in a classroom style environment led by subject matter experts. Some of our interactive Public Training classes include: Fundamentals of Affirmative Action Planning, *BALANCEaap* Web, and our Collaborative Plan Development. You can register at: [www.berkshireassociates.com/training](http://www.berkshireassociates.com/training).



## Private Training

Private Training gives you the opportunity to work directly with our expert consultants at a location of your choice. Any one of Berkshire's training classes can be delivered as a private session, and customized to meet your unique needs. Call Berkshire at 800.882.8904 or email [bai@berkshireassociates.com](mailto:bai@berkshireassociates.com) to discuss Private Training options.

## Webinars

Berkshire's Webinars provide relevant and up-to-date information to HR professionals in an easy, digestible format. We offer both live and pre-recorded webinars, some free of charge, others for a minimal fee. Topics include applicant tracking, recent OFCCP initiatives, and compensation. See a list of our Webinars at [www.berkshireassociates.com/training/webinar.aspx](http://www.berkshireassociates.com/training/webinar.aspx).

# Self-Paced Online Training

Take advantage of Berkshire's Self-Paced Online Training, available 24 hours a day, seven days a week from the convenience of any computer. Self-Paced Online Training programs are accessible for 12 months from date of purchase—that translates to added value when regulatory and legislative changes are made. Check out all the human resource training programs we offer in this format.



# Self-Paced Online Human Resources Training



## TOPICS

### **Fundamentals of Affirmative Action Planning**

Discover all the information needed to understand affirmative action federal regulations, the affirmative action plan preparation process, and audit survival. To learn more about Fundamentals of Affirmative Action Planning training, visit the Affirmative Action section of this brochure.

### **Applicant Tracking: A Crash Course in Compliance**

The Office of Federal Contract Compliance Programs' definition of an applicant, and the resulting applicant tracking processes to which organizations must adhere, continues to be a point of concern for many contractors. This program will not only clarify the definition of an applicant, but will focus on how contractors should apply the definition to their applicant tracking process.

### **Sexual Harassment in the Workplace: A Guide for Managers & Employees**

With the Equal Employment Opportunity Commission receiving over 12,000 claims of sexual harassment annually, sexual harassment in the workplace continues to create problems for companies. Managers and employees alike, intentionally or unintentionally, may engage in behaviors that could be considered harassing. These behaviors, in addition to having an impact on morale, leave organizations vulnerable to potential lawsuits. This program will help define, recognize, and combat sexual harassment in the workplace.

### **Disability Compliance & Returning Veterans: Understanding Your Legal Obligations**

With the number of Americans with disabilities expected to rise over the next several years, organizations must be prepared to integrate these individuals into the workforce. This program will help organizations understand their legal obligations to individuals with disabilities, as well as returning Veterans. Additionally, it will provide valuable recruitment strategies focused on individuals with disabilities and returning Veterans, as well as techniques and resources for making accommodations.

### **Sarbanes-Oxley Act: What Every HR Professional Should Know**

The Sarbanes-Oxley Act is often described as the most important corporate reform legislation in the United States since the Securities and Exchange Act of 1934. The subsequent compliance requirements are having a major impact on organizations, and its reach extends from the Board of Directors to Human Resources. This program is designed to help you better understand the Sarbanes-Oxley Act and the vital role Human Resources plays in compliance.

### **Registration & Delivery Options**

To register for Self-Paced Online Training classes go to:  
[www.berkshireassociates.com](http://www.berkshireassociates.com) ► Training  
► HR Training.

Call 800.882.8904 to register by phone.

# Private & Custom HR Training



Berkshire provides a variety of training for human resource professionals.

Companies are often in need of training that specifically address a corporate 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 a corporate-wide initiative. We suggest Private or Custom Training for companies with unique needs or with multiple learners. Private and Custom Training classes have been successfully delivered to hundreds of companies on a variety of topics. On the next page you will find a few examples. Want more information? Call Berkshire at 800.882.8904 to discuss how we can help you.

## **Who should participate**

Companies with unique needs or companies with multiple learners.

## **How you will benefit**

There's nothing like having something all to yourself or tailored to your needs. Companies benefit from Berkshire's Private & Custom Training by being able to accomplish their objectives, no matter how unique the need or how many employees need training.

“ 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

## TOPICS

All training classes offered by Berkshire can be conducted privately or customized. Below you will find a list of our popular custom and private courses.

### Sexual Harassment & Anti-Harassment Training

During this two- or four-hour workshop, we provide employees with information and practical guidance on the various forms of sexual and workplace harassment. The workshop can be customized to assist you in educating employees at all levels on your sexual harassment or anti-harassment policies and procedures. Our certified trainers conduct an interactive course covering relevant federal and state law, prevention, and correction of workplace harassment.

### Diversity Training

Whether your goal is to raise awareness or communicate policies, Berkshire's diversity specialists can create a customized dynamic training program employees will find both engaging and practical. Our trainers will work with you to develop a diversity training class designed to coach employees and maximize information retention. Berkshire also has diversity training programs specifically structured to meet the demands of top-level executives and line managers.

### Equal Employment Opportunity Training

Customized training is available to educate line managers on basic employment law. Our professional trainers will coach managers on how to work within the guidelines of government regulations and company policies when dealing with everyday workplace issues. This class is a must-have for managers with hiring and termination authority, as this course will help reduce the risk of employment-related complaints, claims, and lawsuits. The training class covers topics such as the Americans with Disabilities Act, Equal Pay, Affirmative Action, Family and Medical Leave Act, Anti-Discrimination Laws, Drug-Free Workplace, and company-specific policies.

### Fundamentals of Affirmative Action Planning

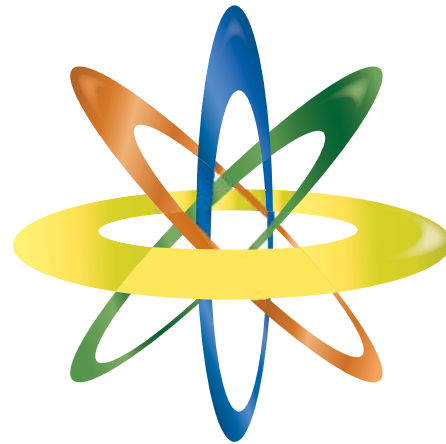
This class is designed to provide attendees with comprehensive training on federal regulations governing affirmative action, the affirmative action plan preparation process, and OFCCP audits. Berkshire's affirmative action specialists will show participants how to prepare statistical reports and narratives.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

### Some topics available for Private or Custom Training include:

Introduction to Federal Contractor Compliance  
 OFCCP Compliance in the Age of Applicant Tracking  
 Performance Management  
 Pay for Performance  
 The Marriage of Diversity & Affirmative Action

### Registration & Delivery Options

Interested in Private or Custom Training? For more information contact Berkshire at 800.882.8904 or email [bai@berkshireassociates.com](mailto:bai@berkshireassociates.com).



# Webinars

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Berkshire's Webinars, both live and pre-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, definition of an Internet applicant, and compensation guidelines.



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## Who should participate

Webinars are recommended for all level HR professionals, business owners, diversity professionals, 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 a great alternative for companies watching expenses, but still want to keep their employees informed. Topics have included: OFCCP updates, pay equity, applicant definition, and compensation evaluation. Check out our most current webinars at [www.berkshireasscoates.com](http://www.berkshireasscoates.com) ▶ Training ▶ Webinar.



“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. Atterberry-White  
 Director of Human Resources  
 Eastern Savings Bank, FSB

## WEBINAR TOPICS

### **The New OFCCP: What it Means for Affirmative Action**

This webinar offers participants a comprehensive look at the OFCCP's current mission and enforcement agenda. The webinar details the changes to audit procedures, applicant requirements, and compensation initiatives. Updates to Veteran and Individuals with Disabilities requirements are also discussed. Nicole Yeldell, SPHR, Training Manager at Berkshire Associates, gives her expert analysis of the current state of OFCCP, and the potential impact to compliance efforts.

### **Lilly Ledbetter Legislative Update**

This class will brief participants on the Lilly Ledbetter Act and the significant potential impact of the law on business. Participants will learn how to analyze compensation and make adjustments to existing compensation in an effort to create and maintain internal equity. Featured guest speaker, Attorney Bonner from the Law Offices of A. Jai Bonner, P.C., will discuss the implications of this act on business compensation practices and make recommendations for mitigating risk.

### **Definition of an Internet Applicant**

The Definition of an Internet Applicant offers clarity on the final ruling on the definition of an "Internet Applicant." The final ruling took effect February of 2006, yet confusion still exists as to who is considered an applicant. Michele Whitehead, PHR, a Berkshire HR consultant, interprets the final ruling and also outlines a company's recordkeeping requirements.

### **Lessons, Trends, and Takeaways:**

#### **2011 NILG Conference Recap Webinar**

This year's ILG National Conference gave attendees an inside-look at the latest compliance updates, along with valuable insight directly from the Office of Federal Contract Compliance Programs' (OFCCP) Director, Patricia Shiu. In Berkshire Associates' Lessons, Trends, and Takeaways: 2011 NILG Conference Recap webinar, we collected and outlined significant information helpful to federal contractors. Narrated by Berkshire's President, Beth Ronnenburg, participants receive a comprehensive overview of changes affecting compensation, Veterans and Individuals with Disabilities AAPs, and other OFCCP hot items uncovered at the conference.

### **Registration & Price**

Some of our Webinars are free, while others are for a minimal fee.

You can register for our Webinars online at [Berkshireassociates.com](http://Berkshireassociates.com) ▶ Training ▶ Webinar. 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, please contact us at 800.882.8904 or [bai@berkshireassociates.com](mailto:bai@berkshireassociates.com).

# Affirmative Action Training

## 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.

### Topics covered

- Overview of Affirmative Action
- Creating a Written Affirmative Action Plan
- Analyzing Your Workforce
- Calculating Availability and Setting Goals
- Developing Applicant Flow Using OFCCP Definition of an Applicant
- Analyzing Your Personnel Actions
- Affirmative Action Narrative Reports
- Implementation of Your AAP
- OFCCP Audit Process

### Registration & Delivery Options

For your convenience, our signature Fundamentals of Affirmative Action Planning class is available as Self-Paced Online Training, Public Training, or as a Private Training session.

### Self-Paced Online Training & Registration

The self-paced learning program provides all the same great content as the public class, but allows you to learn at your own pace and in your own space.

Pricing: \$895 per person

Register for Self-Paced Online Training at:

[www.berkshireassociates.com](http://www.berkshireassociates.com) ▶ Training ▶ HR Training.

### Public Training & Registration

Berkshire Training Center  
8924 McGaw Court  
Columbia, MD 21045

Two-day Seminar  
Hours: 9:00 a.m. – 5:00 p.m.  
Pricing: \$625 per person

Register for Public Training at:

[www.berkshireassociates.com](http://www.berkshireassociates.com) ▶ Training ▶ Affirmative Action Training.

### Private Training

We can customize content to meet your organizational needs. Consider a half-day AA briefing, a one-day AA overview, or the more comprehensive two-day session.

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

## Collaborative Plan Development



### Who should participate

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

### How you will benefit

Collaborative Plan Development is an opportunity for you to take advantage of our expert consulting while using our application to develop your AAP. Participants will develop the required statistical and narrative components of their AAP. Clients value the undivided and uninterrupted time our Collaborative Plan Development provides, and most complete their plan by the end of the session.

### Registration & Delivery Options

For your convenience, our Collaborative Plan Development is available as **One-on-One Online Training**, **Public Training**, or as a **Private Training session**.

\*Data must be received at least three weeks prior to your session.

### One-on-One Online Training

Get up to eight hours of live, one-on-one expert consulting support as you develop your AAP.

Pricing: \$2,000 per person.

Plus data preparation at \$180 per hour.

To register for One-on-One Online Training call Berkshire Associates at 800.882.8904.

### Public Training

Collaborative Plan Development is also offered as traditional classroom training located at Berkshire's Training Center. Public Training gives attendees the face time they desire with our expert consultants.

This class gets an AAP off your to-do list. Following *BALANCE.aap* software or *BALANCE.aap* Web application training, you work side-by-side with an affirmative action specialist to prepare your AAP. The goal is to give you the dedicated time and resources you need to get your plan completed. Collaborative Plan Development is available as One-on-One Online Training, Public Training, or as a Private Training session.

### Public Training Location

Berkshire Training Center  
8924 McGaw Court  
Columbia, MD 21045

Hours: 9:00 a.m. – 5:00 p.m.

**Public Training Pricing:** Based on number of employees in AAP.

<u>No. of Employees</u>	<u>Price Per Workstation</u>
1 - 300	\$1,095
301 - 600	\$1,345
601 - 900	\$1,595
901 - 1,500	\$1,845
1,501 - 3,000	\$2,295

### Private Training

Consider Private Collaborative Plan Development to guide you through the plan preparation process. We will send one AA consultant for every three plans, to a location of your choosing.

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

Register for Collaborative Plan Development at: [www.berkshireassociates.com](http://www.berkshireassociates.com) ▶ Training ▶ Affirmative Action Training.

## AAP Boot Camp

*Save 12% compared to registering for each class separately*

Participate in all four days of our public AAP Boot Camp for a real AAP workout. AAP Boot Camp allows you learn the application and the fundamentals of AAP while creating your plan. Boot Camp includes: Fundamentals of Affirmative Action Planning, *BALANCE.aap* Web training, and Collaborative Plan Development. Choosing Boot Camp offers a discount on all three classes. The Boot Camp package is only available as Public Training.



\*Learn more about *BALANCE.aap* Training on the next page.

Fees: Based on number of employees in AAP.  
Data preparation included.

<u>No. of Employees</u>	<u>Price Per Workstation</u>
50 - 300	\$1,972
301 - 600	\$2,192
601 - 900	\$2,412
901 - 1,200	\$2,632
1,501 - 3,000	\$3,028

# Software & Web Training

BALANCEaap™



To get the most out of your investment in BALANCEaap Web, 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 affirmative action plan process. BALANCEaap Web training is available as One-on-One Online Training, Group Online Training, Public Training, or as a Private Training session.

## Who should participate

All subscribers of BALANCEaap Web

## How you will benefit

Learn how to automate your plan preparation process by taking advantage of BALANCEaap Web 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 BALANCEaap Web 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 company by creating a compliant plan.

## Topics covered

- Overview of BALANCEaap Web
- Creating a New Plan in BALANCEaap Web
- Determining Availability, Utilization, and Goals
- Creating the Organizational Profile and Establishing a History Source
- Understanding BALANCEaap Web Reports and Creating Narratives

\* Want to complete your plan in just a few days? BALANCEaap Web Training is also available in Boot Camp. See AA Training on previous page.



## Registration & Delivery Options

For your convenience, our BALANCEaap Web training is available as One-on-One, Group Online, Public Training, or as a Private Training session.

### One-on-One Online Training

Get up to four hours of live, one-on-one instruction from one of our affirmative action experts.

Pricing: \$995 per person

To register for One-on-One Online Training, call Berkshire Associates at 800.882.8904.

### Group Online Training

Made up of three, one-hour sessions conducted once monthly Tuesday – Thursday 2:00 p.m. EST

Pricing: \$349 per person

Register for Group Online Training at:

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

### Public Training

Berkshire Training Center  
8924 McGaw Court  
Columbia, MD 21045

Hours: 9:00 a.m. – 5:00 p.m.

Lunch provided

Pricing: \$520 per person

Register for Public Training at:

[www.berkshireassociates.com](http://www.berkshireassociates.com) ▶ Training ▶ Software Training.

### Private Training

Does your organization have more than one person who needs to learn how to use BALANCEaap Web? 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.

## BALANCEpay™ Software



This hands-on training teaches participants how to use BALANCEpay software to identify pay disparities within the workforce, and to design a compensation system to ensure and maintain pay equity. The greatest value in owning BALANCEpay is the ability to continually monitor and manage compensation practices. BALANCEpay Training offers the information you need to maximize the full value of your purchase.

### Who should participate

BALANCEpay Training is recommended for all licensed users of BALANCEpay software.

### How you will benefit

BALANCEpay is the right tool for HR professionals to build a strong foundation for sound compensation practices. This software training will help you discover how to monitor and manage compensation using BALANCEpay. With an instructor as your guide, learn how to use BALANCEpay to identify pay disparities within the workforce and design a compensation system to ensure and maintain pay equity. BALANCEpay Training provides the opportunity to conduct in-depth analyses using sample data. Participants will learn how to prepare analyses without having to do manual calculations or input formulas in a spreadsheet. You will also have the opportunity to evaluate salary equity based on OFCCP and EEOC standards.



### Registration & Delivery Options

For your convenience, our BALANCEpay software training is available as One-on-One Online Training, or as a Private Training session.

#### One-on-One Online Training

Get up to four hours of live, one-on-one instruction from one of our BALANCEpay consultants.

Pricing: \$995 per person

To register for One-on-One Online Training call Berkshire Associates at 800.882.8904.

#### Private Training

Does your organization have unique salary equity and compensation needs? Are there multiple people in your organization involved in compensation? Consider a private BALANCEpay class. We can customize the session to meet your organization's unique needs, while allowing privacy appropriate for compensation discussions. Private sessions can be conducted at Berkshire's offices in Columbia, Md., at your offices, or at a location of your choosing.

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

“Berkshire's training sessions are **well done,** and their software

is easy to load on the computer. I recommend Berkshire to anyone who has multiple

plans or is new to **affirmative action  
planning** and doesn't know how to do a plan.”

Carrie Panetta  
Manager of Human Resources  
Aqua America/PA Suburban

# Registration...

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## Training Registration Information

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### Location

All Public training and Breakfast Seminars are held in our Columbia, Md. facility.

### Registering for Public, Group Online, & Self-Paced Online Classes

You can register for all Public and Group Online Training classes at [www.berkshireassociates.com](http://www.berkshireassociates.com). 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](http://www.berkshireassociates.com), 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 at the Berkshire Website.

### **CANCELLATION POLICY**

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

# and more information

## Professional Consulting Services & Software

In addition to professional HR training, Berkshire also offers solutions that help companies achieve a balanced and effective workforce. We provide both quality consulting and technical expertise in affirmative action, applicant management, compensation management, workforce planning, and diversity

### Your Service Selections

#### Affirmative Action

- Affirmative Action Plan Preparation
- OFCCP Audit Support

#### Applicant Management

- Process & Procedure Development
- Defining an Applicant
- Applicant Tracking Compliance Evaluation
- Applicant Tracking Workshop

#### Compensation Management

- Base Compensation Plan Development
- Market Analysis
- Job Descriptions
- Job Analysis
- Salary Equity Analysis

#### Workforce Planning

- Adverse Impact Analysis
- Fair Labor Standards Act (FLSA) Audit

#### Diversity

- Diversity Planning
- Diversity Implementation & Outreach
- Diversity Metrics

### Your Software Choices



A suite of applications to help you build a balanced workforce. Choose one or the whole package to help manage and maintain a balanced and effective workforce. The BALANCEworks suite consists of the following software applications:



Affirmative Action Plan Preparation



Web-based Applicant Management System



Compensation Analysis



Web-based Adverse Impact Calculator



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