

## The Complete AAP™ Training Class

## Schedule Your Training

Yocom & McKee's hands-on The Complete AAP training class will give you background on AAP basics and will demonstrate use of The Complete AAP software. During this one-day training you will discover how many AAPs you need to prepare, who should be in your AAP, which data to gather and how to create new or upgrade existing AAPs. During demonstration, you will format data, import workforce and Adverse Impact data, clean data after import, determine goals and print reports to PDF using sample data on our training pc's. Pro Users will learn to navigate the unique roll up, annotation and other special features of the Pro software.

### Location & Contact Information

Yocom & McKee, Inc.  
15401 W. 9th Avenue  
Golden, CO 80401  
[ask@yocom-mckee.com](mailto:ask@yocom-mckee.com)  
fax: 303-277-9098  
voice: 303-277-0692

### Fees & Schedule

Paid subscribers: Free\*

*\* One free scheduled session for one user per year.  
All rescheduled classes are \$400 regardless of notice given.*

Duration: One day from 8:00 am to 4:00 pm.  
Coffee and pastries are provided.  
Full lunch is provided.

8:00 to 9:50 am	Introduction & Housekeeping, Setting up your plans, gathering data, copying and upgrading or creating a new plan.
10:00 to 11:29 am	Formatting and importing Workforce and Adverse Impact data.
11:30 to 12:30	Lunch
12:30 to 1:20pm	Determining availability, determining census areas and codes, and reviewing department, job group, job and employee data.
1:30 to 2:20 pm	Reviewing adverse impact data and capabilities and overview of Goals Progress.
2:30 to 4:00 pm	Printing and understanding reports.

### All 2011 Sessions

Friday, January 14, 2011  
Friday, February 18, 2011  
Friday, March 18, 2011  
Friday, June 17, 2011  
Friday, August 19, 2011  
Friday, November 18, 2011

*Slots are limited and available on a first-come, first-served basis. Fax or email one form per person to register for training. Someone will contact you to confirm receipt. Classes are subject to cancellation by Yocom & McKee, Inc. If your class is cancelled by Yocom & McKee, Inc., you may register to attend class on a later date at no additional cost. Please call for on-site training or individualized training at our Golden, CO site.*

### Register Below

Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

*Thank you for your interest!*



*The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.*