

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
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.

Available Sessions

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.

- Friday, August 20, 2010
- Monday, September 13, 2010
- Friday, October 8, 2010
- Friday, November 5, 2010

Check back for future dates.

Register Below

Name: _____

Job Title: _____

Company: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

E-mail: _____

Thank you for your interest!



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