

# SERVICES

## Training

Roffman Horvitz offers several training seminars, which can be presented over the Internet or live, at flat fees. Seminars offered over the Internet can be recorded; clients can own the recording to store on their shared drive or intranet and reprise it at no cost. Clients and their attendees must agree that the recording is for internal company use only, and shall take all reasonable steps to ensure that the recording is not made available for public use.

Course Name	Level	Time	Customizable?
The Equal Employment Obligations of Federal Government Contractors covered by OFCCP's Jurisdiction	Beginner	60 minutes	No

<b>How to prepare for an OFCCP Compliance Review</b>	Beginner	<i>60 minutes</i>	No
<b>Internet Applicant and Record Keeping for Recruiters</b>	Intermediate to Advanced	<i>60 to 120 minutes</i>	Yes, especially if the client shares its ATS disposition codes
<b>The Role of the Manager in a Government Contractor Workplace</b>	Beginner	<i>45 minutes</i>	No
<b>How to Prepare an Affirmative Action Plan</b>	Intermediate	<i>60 minutes</i>	No
<b>OFCCP Compensation Interviews: What to Expect and How to Prepare</b>	Intermediate	<i>60 minutes</i>	Yes, especially if you share compensation data with us
<b>OFCCP Hiring Manager and Recruiter Interviews: What to Expect and How to Prepare</b>	Intermediate	<i>60 minutes</i>	Yes