Subject	Program Content	Time Schedule
DAY #1		
Orientation	Introduction to course and student goals/objectives.	**8:30-9:00**
The Three Stages of Hiring and Employment	Understand the employment stages to allow for proper implementation of a POET Program as well as purpose and benefits.	**9:00-10:00**
	BREAK	**10:00-10:15**
Legal Foundation for Employment Testing	Gain a working understanding of the legal foundation for employment includes review of EEOC, US Supreme Court and ADA guides for Employment. Understand how this applies to both Essential Functions Job Analysis and POET Testing	**10:15-Noon**
	BREAK	**Noon-1:00**
Essential Functions Job Analysis	Understand the purpose and benefit of essential function job analysis	**1:00 – 2:30**
	BREAK	**2:30 – 2:45**
Job Analysis Process & Report Writing	Understand assessment process for completing an onsite job analysis and report write up	**2:45 – 4:15**
Practicum	Practical application of Job Analysis using video and reviewing report to identify essential functions.	**4:15 – 5:00**
	END OF DAY #1	
DAY #2		
Questions	In class questions from day #1.	**8:00-8:15**
Post Offer Program Development	Develop a solid foundation in Post-Offer Test design	**8:15-10:00**
	BREAK	**10:00-10:15**
Post Offer Program Development (Cont)		**10:15-12:00**
	BREAK	**12:00-1:00**
Disparate Impact and Yearly Reporting	Develop a solid foundation in Post-Offer Test validation	**1:00 - 2:15**
	BREAK	**2:15 - 2:30**
Post Offer Testing Forms	Review of forms provided, as well as Matheson as a resource	**2:30 – 3:30**
Practicum	Practical application of POET Testing using video and creating POET Worksheet	**3:30 – 4:30**
Questions and Wrap Up		**4:30 - 5:00**
	END of Day #2	