



2018 SEMINARS

Schedule subject to change. Visit www.thesurveygroup.com for the most up to date schedule.

Date and Time	Title	Description
Tuesday, January 9, 2018 9:00 a.m. - 12:00 noon	Introduction to Compensation Management	This seminar is specifically designed to develop an understanding of the basic principles of compensation management. It will leave seminar attendees with knowledge of job evaluation systems, salary survey analysis, salary range development, paying for performance and salary administration. Attendees will also gain an appreciation of the strategic issues which affect compensation policies and procedures.
Tuesday, January 9, 2018 1:00 p.m. - 4:00 p.m.	Principles of Compensation - Intermediate	Develop a more comprehensive understanding of the principles and policies of compensation administration. Develop an expanded knowledge of job evaluation systems and salary administration structures as they pertain to equitable compensation policies and practices. Gain an appreciation of the strategic implications of trends in compensation policy and administration for short-term and long-term business planning.
Tuesday, February 13, 2018 9:00 a.m. - 12:00 noon	Direct Sales Incentive Design	Companies are constantly seeking effective ways to drive revenue generation through well designed Sales Compensation programs. Well designed sales incentive plans motivate and energize the sales force to deliver the value proposition to customers and clients while driving in revenue and profitability for the company. This seminar will cover the principles of designing and installing successful Sales Incentive Compensation programs, with examples of sales incentive plans from multiple industries.
Tuesday, February 13, 2018 1:00 p.m. - 4:00 p.m.	Advanced Compensation - Tools & Techniques	Explore some advanced tools and techniques that can be used in effective management of compensation programs. Learn how to take routine data and make it a valuable tool/asset in problem analysis, program development, program implementation and manager/employee communications. Develop an appreciation for how cultural and political issues have implications for and often hinder effective compensation programs.



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Tuesday, March 20, 2018 9:00 p.m. - 3:00 p.m.	Leave Laws	An employee's time off may be subject to any number of different legal protections. There is a continuing need for employers to be aware of these many laws that protect employee time off, and know how compliance will and should be addressed in their workplace. This program gives a practical update and overview of the many laws that arise in the time off area. It provided ideas and guidance on managing leaves, and an up-to-date analysis of what courts have been finding to be important in leave areas, and news legislation.
Tuesday, April 24, 2018 9:00 a.m. - 3:00 p.m.	Modernizing Traditional Performance Management Practices	Are you exploring alternatives to the command and control approach of rating and documenting past performance, but need some guidance? In this session you will learn how to measure performance and make pay decisions without ratings. Reshape employee and manager communications to drive and align performance expectations with forward-looking dialogue. Sway your change resisters and skeptics by anticipating and skillfully addressing the most common objections to moving away from annual reviews.
Tuesday, June 19, 2018 9:00 a.m. - 12:00 noon	Effective Job Description Preparation	Ever read one of your job descriptions and wonder if it's really an accurate description of what the position actually does? This seminar will help you organize, revise, and create accurate job descriptions that make job analysis, recruitment, performance appraisals, and compliance easier for your organization.
Tuesday, June 19, 2018 1:00 p.m. - 4:00 p.m.	Benefits Administration for the Human Resources Generalist	Benefits have long since moved from the fringes to the mainstream in the modern corporation. They can easily represent up to 40% of payroll costs. This seminar is designed to provide the nonbenefits specialist with a complete overview of benefits in today's corporation.