



## 2017 SEMINARS

Schedule subject to change. Visit [www.thesurveygroup.com](http://www.thesurveygroup.com) for the most up to date schedule.

Date and Time	Title	Description
Tuesday, January 10, 2017 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 10, 2017 1:00 p.m. - 4:00 p.m.	Principals 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 14, 2017 9:00 a.m. - 12:00 noon	Utilizing Surveys & Market Data	The purpose of this seminar is to give the participant a solid foundation and understanding of the nature of Market Survey's and other market data. The seminar ranges from learning the key mechanics behind surveys and typical company applications to creative applications. The context for this seminar is to learn about market data and surveys not just from a mechanical standpoint but to leverage the use of any market data as a business partner.
Tuesday, February 14, 2017 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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Date and Time	Title	Description
Tuesday, March 21, 2017 9:00 a.m. - 12:00 noon	Tightening Up Record Retention Practices	With so many laws, regulations, and policies that apply to today's Massachusetts workplace, the best defense is often a good offense. The first step to that defense is ensuring you have effective and consistent record retention practices. In this seminar, we will discuss the various laws and policies that require record retention, what records should be retained and best practices for that retention. We will also discuss special requirements for certain records (e.g., I-9 forms, medical documents, etc.) and how to ensure employee privacy is upheld.
Tuesday, March 21, 2017 1:00 p.m. - 4:00 p.m.	Update of Wage and Hour Laws	With the ever changing landscape of laws and regulations affecting the Massachusetts employer, this seminar is intended to provide an update on new initiatives, current and proposed changes to laws and regulations, and new court/agency interpretations on existing laws. We will also discuss best practices to help ensure that you are in compliance and up to date on new developments.
Tuesday, April 25, 2017 9:00 a.m. - 12:00 noon	Modernizing Traditional Performance Management Practices	Giving the performance review the pink slip. Replace looking backward with more frequent forward-looking dialogue. Are you exploring alternatives to the command and control approach of rating and documenting past performance? Know your options for phasing out annual evaluations. Learn how you can reshape employee and manager communications to focus on present and future performance.
Tuesday, April 25, 2017 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 <b>nonbenefits specialist</b> with a complete overview of benefits in today's corporation.



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Date and Time	Title	Description
Tuesday, May 16, 2017 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, May 16, 2017 1:00 p.m. - 4:00 p.m.	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, September 19, 2017 9:00 a.m. - 12:00 noon	Variable Compensation	With limited merit budgets, companies are increasingly turning to Incentive Compensation programs to provide a more direct link between employee total compensation and company performance. This seminar is designed to provide a comprehensive overview of the principles of designing and installing successful Incentive Compensation plans and programs.
Tuesday, September 19, 2017 1:00 p.m. - 4:00 p.m.	Top FLSA Violations	The FLSA, enacted in 1938, provides standards for minimum wage and overtime pay. Despite the fact that it has been around for over 70 years, the FLSA tends to be the labor law that is most often violated by employers. Even minor mistakes or misinterpretation of the FLSA can lead to major problems for an organization, including penalties, litigation, and costly fines. This seminar will help HR professionals understand and avoid the most common FLSA mistakes so they can stay compliant and avoid litigation.



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<b>Date and Time</b>	<b>Title</b>	<b>Description</b>
Tuesday, October 17, 2017 9:00 a.m. - 12:00 noon	Handbook Policy and HR Audit	This straight-forward seminar will address legal developments in the area of Handbook Policy, and provide a focused 3 hour session on significant policy pitfalls in light of HR Audits and legal compliance issues. The seminar will assist you in getting started with the relatively simple, yet highly important, task of auditing your employee handbook policies for obvious compliance problems.
Tuesday, October 17, 2017 1:00 p.m. - 4:00 p.m.	TBD	