

# Foundations of Compensation

<b>Intended Audience</b>	Early-Career	<b>Delivery Options</b>	<ul style="list-style-type: none"><li>• 2-Day In-Person (Onsite or Seminar)</li><li>• 4-Week Virtual</li></ul>
<b>HR Competencies</b>	<ul style="list-style-type: none"><li>• Business Acumen</li><li>• Critical Evaluation</li><li>• HR Expertise (HR Knowledge)</li></ul>	<b>Recertification*</b>	SHRM: 15 PDCs

## Program Overview

Kick-start your journey into the world of compensation with this practical, yet engaging learning experience. In this program, you will build knowledge in the fundamentals of compensation, including key legislation, designing and administering a compensation system, and communicating compensation plans to your organization. You will participate in application-based activities and discussions designed to increase your awareness and skill in such areas as incentive pay and compensation for critical business needs. You will walk away from this course with the foundational knowledge required for any new compensation practitioner.

## Program Objectives

This program is designed to provide you with the knowledge and skills necessary to:

## Program Modules

This program includes the following modules:

- Module 1: Introduction
- Module 2: Applicable Laws
  - Key Legislation Affecting Compensation
  - Pay Equity Laws
  - Federal, State and Local Laws
  - Legal Scenario
- Module 3: How Business Strategy Drives Compensation Strategy
  - Business Strategy Examples
  - What Is a Compensation Philosophy?
  - Components of a Compensation Philosophy
- Module 4: Establishing the Value of Jobs
  - The Importance of Job Descriptions
  - Internal Job Value
  - Point Factor System Activity
  - External Job Value
  - Survey Data Collection Activity
  - Internal Job Value vs. External Job Value
- Module 5: Pay Structures
  - Types of Pay Structures



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- Market Data and Midpoint
- Job Placement Activity
- Compa-ratio Activity
- Module 6: Pay Administration
  - Pay Range Adjustments
  - Market Adjustments
  - Merit Increases
  - Step Increases
  - Promotions
- Module 7: Communication
  - Transparency Matrix
  - Total Compensation Statements
  - Difficult Compensation Conversations
- Module 8: Show Me the Motivation
  - Motivation Models
  - The Puzzle of Motivation
  - Top Three Retention Tools
- Module 9: Bonus Plans and Other Short-term Incentives
  - What is Variable Compensation?
  - Bonus Plans
  - Assigning Performance Measures Activity
  - Create a New Incentive Plan Activity
  - Spot Rewards
- Module 10: Sales Incentives
  - Types of Sales Roles
  - Sales Measures and Parameters
  - What Would You Do?
- Module 11: Pay Equity
  - What is Pay Equity?
  - Gender Pay Gap
  - Wage Data
  - State and Federal Laws Impacting Equal Pay
  - Compensation Discrimination
  - Pay Equity Activity
- Module 12: Think Like an Owner
  - Equity
  - Long-Term Incentive (LTI)
  - Profit Sharing
  - Employee Stock Ownership Plan (ESOP)
- Module 13: Executive Compensation Overview
  - The Compensation Package
  - Executive Total Compensation
- Module 14: Current Trends in Compensation
  - Firing the Performance Review
  - Merit Budgets
  - Fair Labor Standards Act (FLSA)



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- Minimum Wage and Living Wage
- Module 15: Conclusion



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