

## ACA Course Descriptions

**Compensation Fundamentals** - This seminar focuses on characteristics of the major elements in a compensation system, as well as the design and development techniques used to achieve optimal results. The course will familiarize attendees with the process of compensation design and review the decision-making process. Modular topics include:

**Module 1:** An overview of the concept of total compensation, this module presents elements of a total compensation program, compensation system goals as they relate to organizational objectives, and tools for achieving those goals.

**Module 2:** Covers the principal legal and regulatory framework within which compensation programs must operate.

**Module 3:** The sequential processes of job analysis, job description and job evaluation are discussed to explain organizational efforts to maintain internal equity in a compensation program.

**Module 4:** Addresses the issue of external equity – job pricing and the use of labor market data to determine competitive position. Areas where function managers can help compensation specialists do a more effective job of market pricing are identified. The results are used to develop the salary structure.

**Module 5:** Covers pay determination systems and introduces alternatives commonly used in companies seeking to manage and motivate their employees. This module prompts the manager to analyze what types of systems might be suitable to different levels of the organization and what changes may be necessary to implement a new system.

**New Strategies and Applications for Public Sector Compensation** - This course provides a detailed understanding and application of new or emerging classification/compensation concepts in the public sector. For human resource and compensation practitioners who have responsibility for implementing or supporting new compensation programs within their organizations, this intermediate-level course examines the “what” and “why” of new strategies and decision-making techniques. This seminar is intended for the more experienced compensation specialist and human resource professional.

**Module 1:** Identifies the key factors driving human resources system change in the public sector and evaluation criteria for measuring change.

**Module 2:** Provides an overview of new and emerging compensation practices and identifies new approaches and applications to current methods.

**Modules 3-6:** Focuses on the “what” and “why”, the advantages and issues, and provides examples of each compensation concept. This includes a discussion on broadbanding and managing classification/compensation in a broadbanding environment; presents new base pay approaches and applications, such as merit and skill-based pay; variable pay and general recognition programs; and it covers the critical task of communicating change effectively, outlining tips for influencing decision-makers.