



# Retirement Plan Management

*Training to improve fiduciary skills  
for plan committee members*

*Produced by the Roland | Criss Stewardship Development Center*



# Knowledge

The skills required to serve in the capacity of responsibility for a retirement or pension plan are not intuitive, they are acquired.

The U.S. Department of Labor ("DOL") has called for increased training for people who occupy the primary position of trust for enterprise-sponsored retirement and pension plans. Such people are called "fiduciaries."

While a good heart is a desirable trait in fiduciaries, the DOL stresses the vital role that knowledge plays for executives and managers who typically lack academic or formal education in the prudence principles that dictate fiduciary conduct under the Employee Retirement Income Security Act ("ERISA").

Quoting the DOL, "There is no such thing as a prudent klutz!"

## Benefits of this Training Program



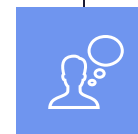
Sets a solid foundation for doing the right things the right way



Clarifies the murky conduct principles in ERISA and how the courts apply them in breach of fiduciary duty cases



Introduces a measuring stick to track ongoing improvements in a retirement plan's management



Identifies the most sensitive fiduciary issues and how to handle them



Defines guidelines for monitoring third-party service providers, including cybersecurity issues

# Program Contents

The Excellent Fiduciary training program contains five courses.



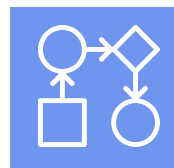
## Principles

This course describes the fiduciary concept and connects its stewardship legacy with contemporary ideals.



## Regulatory & Legal

Federal regulations and lawsuits against fiduciaries pivot on the issues covered in this course.



## The Framework

Industry best practices require a management framework, and this course outlines the exact stages in that framework.



## Cybersecurity

This course introduces concepts and deals with risks, best practices, regulatory compliance, and monitoring.



## Assessments

Specific governance, risk management, and compliance ("GRC") reviews are vital in achieving fiduciary excellence.

## Providing Direction & Defining Priorities

Participants in this training program will examine a set of standardized steps for fiduciaries developed by an industry task force and receive guidelines on how to adopt the steps into actual practice.

\*Successful program completion concludes with a certificate of that evidences time spent in formal training.

# Course Contents

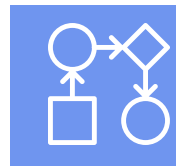
The units in each course address topics relevant to the skills needed to perform the fiduciary role well..



## Principles



## Regulatory & Legal



## The Framework



## Cybersecurity



## Assessments

Stewardship	Regulatory Environment	Governance	Terminology	Proving Prudence
A Global Concept	Legal Considerations	Administration	Risk Sources	Mitigating Personal Liability
Standards of Care	Co-Fiduciaries	Investments	Vendor Tracking	Four Key Assessments
Substantiations	Case Studies	Controls	Incident Response	The Assessment Calendar

The courseware may be viewed in one setting or stopped and restarted to accommodate schedules.

# Building Competency



## What You Will Learn

This program covers all ERISA defined contribution and defined benefit plans and thoroughly presents the fundamentals of fiduciary duty under ERISA. You'll hear about the common gaps in plan management systems, how to avoid a DOL fine, how an ERISA prudent process looks, and how to ensure your plan has one.



## Who Should Attend

- Members of boards of directors
- Chief financial officers
- Members of employee benefits and investment committees
- Human resource executives and managers
- Anyone who performs fiduciary-related activities for an organization's ERISA-qualified plan



## Registration Fees

This course is available online to individuals for \$375, payable at the registration time. (Special rates are available on the online registration page for more than two people from the same organization.)

The course is conveniently self-paced, which means it can be viewed, stopped, and restarted at your convenience. The registration fee is tax-deductible (see Treas. Reg. 1.162-5). Please note: Registration fees are subject to change without notice. Registration for the online version of this program is nonrefundable.

**Register** at [rolandcriss.com/Register-For-Training](https://rolandcriss.com/Register-For-Training) or call (800) 440-3457.

**Questions?** Contact [admin@rolandcriss.com](mailto:admin@rolandcriss.com)