1. Course Details:

Course Code : HRTM-009
Course Title : Certificate in Compensation & Reward Management
Course Duration : 5 Days

2. Course Overview:

- This course will provide you with the information and guidance to help you in managing your total reward system in your organization and help to ensure that your salary and grading structure meets your business needs, while allowing the company to attract and retain employees. In an increasingly competitive environment, when you want to attract and retain the best individual employees and high performers, managing your overall reward package and implementing a pay for performance culture are increasingly critical tools that form part of your overall HR strategy.
- Course will cover the key areas in the overall compensation and benefits package that enable employers to adopt best-practices and compete more effectively in the war for talent whilst achieving cost-effectiveness for the employer.

3. Learning Outcomes:

- Increase business performance and employee effectiveness by implementing compensation and reward systems that attract, retain and motivate staff
- Design a comprehensive compensation system
- provide advice on regional compensation practices
- Align your basic salary structures and grades, and compensation and reward systems to your business objectives and HR strategy
- Implement a grading system with a basic salary structure and pay scheme, or update your existing compensation structures
- Develop solutions for your own compensation and reward issues and challenges based on practical case studies, and interactive course and clinic discussions

4. Course Contents:

Managing Compensation:

- Compensation objectives
- Total compensation
- Direct and indirect compensation
- Balancing compensation components
- Compensation and benefits cycle

- Internal consistency
- External consistency
- The hierarchy of needs and compensation

Job Analysis and Job Descriptions:

- Uses of job descriptions
- Job analysis explained
- Carrying out the job analysis process
- Conducting a proper job analysis interview
- Explaining a typical job description
- Job analysis

Job Evaluation:

- Definition of job evaluation
- Job evaluation systems
- Introduction to the Hay system
- Job grading
- Sources of error in the job evaluation process

Compensation Systems:

- Objectives of compensation
- Decisions to take
- Designing base salary structures
- Allowances to offer
- The structuring of benefits' programs
- Important considerations in compensation
- Managing your compensation programs

Competitive Compensation:

- Staying competitive
- Designing and carrying out compensation surveys
- Four basic survey methods
- Data requirements
- Issues related to the implementation of change

Performance Based Rewards:

- The definition of Performance Management
- Objectives of performance management
- Current and prevailing performance managementsystems
- Rewarding performance
- Rewarding the right behaviors and results
- Key Performance Indicators

5. Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep. by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

6. Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

7. Who Should Attend?

- Everyone who requires an in-depth knowledge of working with, and managing, salary structures and reward issues
- All specialists who work in compensation and benefits
- Professionals with at least 2 to 3 years' experience in the compensation and benefits field,
- HR administrators, officers, specialists, team leaders, managers