

Compensation and Benefits Professional

(One-Week Training Program)

30/03/2020—03/04/2020

London-UK

Course Overview

Compensation and benefits is the part of human resources that works behind the scenes. It is usually the specialization in human resources that professionals in the field typically avoid for its seemingly complex nature and dependency on mathematics. By attending this course, you will change your mind about this HR specialty. You will learn an approach which is easy to understand and which explains the specifics of compensation and benefits. This approach will also help you in applying the principles of compensation and benefits practically at work.

Course Objectives

By the end of the course, participants will be able to:

- Define and demonstrate understanding of the importance of compensation to the overall aims of human resources management
- Design a comprehensive compensation system
- List the benefits of job evaluation and choose an appropriate system for own organization
- Assess and provide advice on regional compensation practices
- Recite the principal steps in a compensation survey and answer questions relating to the criticality of job matching to the success of any compensation survey

Who Should Attend This Course?

This course is suitable for:

- Professionals with at least 2 to 3 years' experience in the compensation and benefits field
- HR administrators, officers, specialists, team leaders
- Managers and business partners who wish to enhance their knowledge and skills in this important area of human resources.

Training Methodology

This dynamic training course is highly-interactive & encourages delegate participation through a combination of lectures, group discussion, practical exercise, and case studies and simulation applied to real world sessions designed to reinforce new skills. The comprehensive course manual has been designed to be practical, easy to use and facilitate learning. In order to help with establishing individual and organizational concerns.

- Language: English and Arabic.
- Power Point presentations and oral discussions.
- Practical applications and case studies.
- Workshops and group discussions.
- Role Play and demonstrations
- Indoor Activities

Course outlines:

DAY 1

Managing compensation: an overview

- Compensation objectives
- Total compensation
- Direct and indirect compensation
- Balancing compensation components
- Equitable, value adding, competitive and motivating compensation
- Internal consistency and external consistency
- The hierarchy of needs and compensation

DAY 2

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: a summary

DAY 3

Job evaluation

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

DAY 4

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

DAY 5

Performance based rewards

- The definition of Performance Management (PM)
- Objectives of performance management
- Current and prevailing PM systems
- Rewarding performance
- Rewarding the right behaviors and results
- Key Performance Indicators (KPIs)