



HM077: Compensation and Benefits Professional

Training Description:

Compensation and Benefits is the one part of human resources that works behind the scene. It is usually the one 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 see an easy to understand approach which explains the specifics of compensation and benefits and help you apply its principles practically at work.

Being a certified course, it will include 'after course' work to ensure higher learning, higher retention of knowledge and a better transfer of that knowledge to the work place.

Training Objectives:

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

- ✓ Define and clearly understand the importance of compensation to the overall aims of human resources management
- ✓ Design a comprehensive compensation system
- ✓ Examine and comment on the benefits of job evaluation and choose an appropriate system
- ✓ Assess and provide advice on regional compensation practice
- ✓ List the principal steps in a compensation survey and answer questions relating to the criticality of job matching to the success of any compensation survey

Training Designed for:

This course is intended for all Professionals with at least 2 to 3 years' experience in the compensation and benefits field and 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 Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

- ❖ Introduction
- ❖ Managing Compensation: An overview
 - Compensation objectives
 - Total compensation
 - Direct and indirect compensation
 - Balancing compensation components
 - Equitable, value adding, competitive and motivating compensation
 - Internal consistency

- External consistency
- The hierarchy of needs and compensation

DAY TWO:

❖ Job Analysis and Job Descriptions

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

❖ Job Evaluation

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

DAY THREE:

❖ Compensation Systems

- Objectives of compensation
- Decisions to be taken
- Designing base salary structures
- Allowances to be offered
- Structuring of benefits' programs
- Important considerations in compensation
- Managing your compensation programs

DAY FOUR:

❖ Competitive Compensation

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

DAY FIVE:

❖ 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)

❖ Course Conclusion

❖ POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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