



COMPENSATION and Benefits

Course Introduction:

In all organizations the Human Resource is the greatest expense, so it is important that the administration of Compensation and Benefits is of the highest quality. Well trained Remuneration staffs are able to monitor the systems in place and add a strategic perspective.

This exciting new combined programmed looks at the basic building blocks of effective benefits administration and then goes on to explore the Strategic dimensions - how the whole process can add 'value for money' and help the organization achieve its objectives.

Delegates can expect to develop a 'toolkit' of useful practices that will allow them to scrutinize the existing practices in their organizations and compare them to current good practice.

Course Objectives:

For delegates to be able to contribute to their organizations compensation and benefits practice and strategy

Delegates will be:

- More effective, and contribute more to the what and how of reward management
- Have a firm methodological underpinning of compensation and benefit management
- Clearer about what a Benefits strategy should look like and contain

Who Should Attend?

- Human Resources staff who are responsible for the administration and management of benefits and reward
- Compensation and Benefits specialists who are new to the area or are looking for a refresher programmed
- More senior HR staff who are interested in the 'Strategic' value of the Compensation and Benefits area
- Line managers who are responsible for managing and motivating staff – and need a better understanding of how to manage remuneration.

Course Outline:

Compensation and benefits in context

- Philosophy of reward
- Pay structures and systems
- Psychological contract
- Reward strategy
- Job grades

Combining with other Organizational practices

- Performance management
- Competency frameworks
- Career mapping
- Job evaluation
- Pay surveys

Motivation models

- Motivation and money
- Performance related pay
- Recognition schemes
- Team rewards
- Upward appraisal
- 360 appraisal

Equality and Diversity at work

- Contingent pay
- Discrimination and diversity
- Equal pay
- Equal pay audits
- Job analysis

Current good practice

Flexible benefits

- National minimum wage
- Sales staff
- Profit sharing

Benefit Administration: Strategic Design and Execution

International dimensions

- International Perspectives
- Multinational perspectives
- The labor market and Human Resource Planning

Change Management

- Dynamic organizations
- Change management strategies
- The changing context and nature of the employment relationship

Employee Involvement

- Employee engagement
- Employee participation
- Trades Unions and Works Councils
- Consultation

Pensions and other benefits

- Pension schemes
- Tax
- Non-financial rewards
- Total remuneration
- Case study
- Review of learning
- Action planning

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

