

Compensation & Benefits

Course Overview

This course is an interactive training program designed to provide participants the opportunity to review and evaluate their company's compensation and benefits scheme in order to build a professional total rewards system balancing internal equity together with external competitiveness.

Course Outline

Module 1: Salary Survey

- 4 forms of equity and how to address each
- Aim of conducting salary survey
- Formal and informal surveys
- Quartiles and percentiles
- What else should be surveyed?

Module 2: Job Evaluation

- Identifying Compensable factors
- Determining the relative worth of jobs
- Different job evaluation systems
- Pros and cons of each method, and when to use each?

Module 3: Job Grading

- Grouping similar jobs into pay grades
- Job families
- Grading methodologies

Module 4: Pricing Pay Grades

- Plotting the wage curve
- Market pricing of jobs
- Establishing a strategic pay plan

Module 5: Fine Tune Pay Rates

- Developing pay ranges
- Correcting out-of-line rates

Module 6: Variable Pay Plans

- Pay for Performance and Financial Incentives
- Main incentives for individual employees
- Pay for group performance
- Organization-wide variable pay plans
- Motivation theories and incentive plans

Module 7: Benefits and Services

- Pay for time not worked
- Insurance benefits
- Retirement benefits
- Services and family friendly benefits
- Cafeteria approach

Training Methodology

This course should be interactive based on case studies & group discussions that provide each participant the opportunity to exchange their experiences.

Learning Objectives

Upon completion of this course, participants will be able to:

- Analyze a given salary survey
- Balance internal equity with external competitiveness
- Avoid salary compression
- Establish a strategic pay plan
- Propose a competitive benefits and services plan
- Improve employee job engagement and retention

Who Should Attend

- OD professionals
- Training professionals
- Line Managers

Course Duration: Two days from 9:00AM to 4:00PM

Registration Deadline: One week before the course date

Course Fees

- 1700 EGP (Registration is confirmed only upon payment)
- Fees include materials and attendance certificate
- Complimentary coffee breaks and light lunch

Course Venue

Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

For Registration

- Logon to www.topbusiness-hr.com/Course_Register to fill a registration form. Alternatively you can request a registration form by mail from: training@topbusiness-hr.com.
- Payment should be made one week prior to course.
- Payment by cheque in Top Business's name or cash to our address.

For More Information

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