

Compensation and Benefits

Course Overview

Compensation and Benefits course is an interactive training program designed to provide participants the opportunity to learn what is required to formulate a total rewards management program that has the power to attract, motivate, engage and retain top talents.

Course Outline

Module 1: Establishing a Strategic Pay Plan

1. Salary Survey
 - Comprehending the different types of salary surveys and the aim of conducting them.
 - Reading and analyzing salary surveys
2. Job Evaluation
 - Identifying the fundamental compensable factors
 - Understanding the four different job evaluation methods
 - Using the job evaluation point method to determine the relative worth of jobs
3. Job Grading
 - Grouping similar jobs into pay grades
 - Grading methodologies
4. Pricing Pay Grades
 - Plotting the wage curve
 - Market pricing of jobs
 - Establishing a strategic pay plan
5. Fine Tune Pay Rates
 - Developing pay ranges
 - Correcting out-of-line rates

Module 2: Variable Pay Plans

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

Module 3: Benefits and Services

- Pay for time not worked
 - Vacations and Holidays
 - Sick leaves
 - Maternity leave
- Insurance benefits
 - Worker's compensation
 - Medical and life insurance
- Retirement benefits
 - Social insurance
 - Pension plans
- Personal services and family friendly benefits
- Cafeteria approach

Training Methodology

This course is a highly interactive training course, providing each participant the opportunity to exchange views and learn from other's experiences. Moreover it includes a range of case studies, group guided discussions, workshops and exercises.

Learning Objectives

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

- Establish a strategic pay plan to attract top notch talents
- Design an effective performance-based incentive plan to motivate your current employees
- Create a tailor-made benefits and services plan to retain high calibers

Who Should Attend

CEO's, Top and Middle Managers, Human Resources Directors, HR Managers, HR Specialists Compensation and Benefits

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

Registration Deadline: One week before the course date

Course Fees

- 1800 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

17, Abdel Wahab Selim Elbeshry St.,
Sheraton Heliopolis, Cairo - Egypt

T. +2 02 226 871 44 / +2 02 226 871 45

Ext. 440/1

F. +2 02 226 871 58

M. +2 010 229 20 433

training@topbusiness-hr.com

www.topbusiness-hr.com

