

# 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**

- 2000 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](http://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](mailto: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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