

Salary Structure

Course Overview

Salary Structure course is an interactive training program designed to provide participants the opportunity to review and evaluate their current employees' salaries in order to build a professional salary structure 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
 - Job Ranking
 - Job Classification
 - Factor Comparison
 - Point Method
- 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
- Broadbanding

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
 - The minimum starting
 - The mid-point
 - The maximum
- Correcting out-of-line rates
- Managing red and green circles

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:

- Analyze a given salary survey
- Balance internal equity with external competitiveness
- Avoid and manage salary compression
- Establish a strategic pay plan

Who Should Attend

- HR & Compensation Professionals
- Managers who are involved in Salary Structure

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

Registration Deadline: One week before the course date

Course Venue

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

Registration & Payment:

- 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.
- Course fees include material, light lunch, coffee break and certificate.
- Payment by cheque in Top Business's name, cash to our address or by bank transfer.
- Payment is due within 3 working days from course confirmation. Your registration is confirmed only after course payment
- Payment is nonrefundable, however participant can be substituted or can attend next confirmed round of the same course or another course.

For More Information

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