



The use of this official seal confirms that this Activity has met HR Certification Institute's® (HRCI®) criteria for recertification credit pre-approval. This program has been approved for 12 HR recertification credit hours toward any of HRCI's eight credentials including SPHR® and PHR®.

Total Rewards Management

Course Outline

- Establishing Strategic Pay Plan
- Pay for Performance and Financial Incentives
- Employee Benefits and Services

Day 1:

a) Expectations & Introduction

- Where total rewards fit in the bigger picture
- Components of total rewards
- How to attract, retain and motivate top notch talents

b) 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?

c) Job Evaluation

- Identifying Compensable factors
- Determining the relative worth of jobs
- Different job evaluation systems
 - o Job Ranking
 - o Job Classification
 - o Factor Comparison
 - o Point Method
- Pros and cons of each method, and when to use each?

d) Job Grading

- Grouping similar jobs into pay grades
- Job families
- Grading methodologies and Broad-banding

Day 2:**a. Pricing Pay Grades**

- Plotting the wage curve
- Market pricing of jobs
- Establishing a strategic pay plan
- Workshop on excel to plot the wage curve (linear regression)

b. Fine Tune Pay Rates

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

c. Variable Pay Plans

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

d. Benefits and Services

- Pay for time not worked
 - o Vacations and Holidays
 - o Sick leaves
 - o Maternity leave
- Insurance benefits
- Retirement benefits
- Services and family friendly benefits
- Cafeteria approach

Course Duration: 2 Days from 9:00AM to 4:00PM

Course Language: English material/bilingual lecture

Course Accreditation

This program has been approved for 12 (HR (General)) recertification credit hour toward aPHR™, aPHRi™, PHR®, PHRca®, SPHR®, GPHR®, PHRi™ and SPHRi™ recertification through the HR Certification Institute.)

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 materials, coffee break and certificate.
- Payment by cheque in Top Business' name, cash to our address, Visa or bank transfer.
- Payment is due within 3 working days from course confirmation date. Your registration is confirmed only after payment.
- In case of cancellation 4 working days before the course starting date, 10% of the total amount is nonrefundable

For More Information

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