



The use of this official seal confirms that this Activity has met HR Certification Institute's® (HRCI®) criteria for recertification credit pre-approval. This course has been approved for 10.50 HR recertification credit hours toward any of HRCI's eight credentials including SPHR® and PHR®.

Job Evaluation and Salary Structure

Course Overview

Job Evaluation & 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

Course Accreditation

This course has been approved for 10.50 (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 (Soft Copy), 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.
- Payment is nonrefundable, however participant can be substituted or can attend next confirmed round of the same course or another course.

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