



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](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).
- 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.
- In case of cancellation 4 working days before the course starting date, 10% of the total amount is nonrefundable

## **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](mailto:training@topbusiness-hr.com)

[www.topbusiness-hr.com](http://www.topbusiness-hr.com)