



HM241: Compensation Packages and Salary Structures

Course Introduction:

Successful management and motivation of employees is clearly linked to employee reward systems. There is much correlation between organisational success and effective reward systems, demonstrating that how employees are rewarded should be linked directly to their overall value to the organisation.

This programme, Compensation Packages and Salary Structures focuses on the essential elements of employee reward, proposes a holistic approach to reward systems and provides delegates with sufficient input to get started in this fascinating area of HR.

Course Objectives:

By the end of the course the attendees will be able to:

- Discuss the concepts of reward systems
- State the elements of reward systems
- State the purpose of reward systems from the organizational and employee perspectives
- Compare different types of salary and pay structures
- Consider the impact of performance related pay
- State the uses of different types of benefits and allowances
- List factors impacting on International pay and expatriate rewards

Who Should Attend?

This course is intended for the following:

- HR practitioners working with Compensation Packages and Salary Structures
- All staff who work in Human Resources, Personnel or related areas and Personnel new to HR or interested in a career in HR
- Line managers would also benefit from an understanding of the topic and those who manage, supervise or have an organizational interest in HR and want to examine modern practices are also welcome

Course Outline:

Introduction to Reward Systems

- Introductions
- Objectives - for the seminar and personal
- Defining the roles of HR and line management
- Introduction to reward systems
- The elements of reward
- Reward Management
- Labour markets and economic theories
- Reward philosophies, strategies and policies
- Factors affecting pay levels

Salary Structures

- Definition of a salary structure
- Pay structures - purpose
- Graded pay structures
- Broad-banding
- Individual job range structures
- Job family structures
- Pay curves
- Spot rate structures
- Pay spines
- Integrated pay structures

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Rewarding Individuals and Teams

- Performance related pay
- PRP as a motivator
- Performance management and reward
- Blue collar incentives
- Skill and competency based pay
- Team rewards
- The link to organisational performance

Benefits Allowances and Pensions

- Non-financial rewards
- Benefits and allowances
- Pension schemes
- Employee benefits strategy and policies

- Flexible benefit systems
- Location and subsistence allowances
- Overtime and shift payments
- Stand-by and call-out allowances

International and Expatriate Considerations

- International pay
- Expatriates rewards
- Home or host based approach
- Managing reward systems
- Consolidation exercise
- Review of whole course
- Developing personal development plans
- Programme review, summary and feedback

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per the course location. This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

