

Compensation and Benefits

Course Overview

Compensation and Benefits course is a highly interactive training program designed to provide participants the opportunity to master what is needed to develop a total rewards management program, in order to attract, engage, motivate, and retain top talents.

Course Outline

Module 1: Establishing a Strategic Pay Plan

1. Salary Survey
 - Comprehending the different types of salary surveys and the aim of conducting them.
 - Reading and analyzing salary surveys
2. Job Evaluation
 - Identifying the fundamental compensable factors
 - Understanding the four different job evaluation methods
 - Using the job evaluation point method to determine the relative worth of jobs
3. Pricing Pay Grades
 - Plotting the wage curve
 - Market pricing of jobs
 - Establishing a strategic pay plan
4. Fine Tune Pay Rates
 - Developing pay ranges
 - Correcting out-of-line rates

Module 2: Variable Pay Plans

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

Module 3: Benefits and Services

- Pay for time not worked
 - Vacations and Holidays
 - Sick leaves
 - Maternity leave
- Insurance benefits
 - Worker's compensation
 - Medical and life insurance
- Retirement benefits
 - Social insurance
 - Pension plans
- Personal services and family friendly benefits
- Cafeteria approach

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:

- Establish a strategic pay plan to attract top notch talents
- Design an effective performance-based incentive plan to motivate your current employees
- Create a tailor-made benefits and services plan to retain high calibers

Who Should Attend

CEO's, Top and Middle Managers, Human Resources Directors, HR Managers, HR Specialists
Compensation and Benefits

Course Duration: Three 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:

- Course fees include material (Soft Copy), 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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