



HR Strategy and Training

Certified Compensation and Benefits Professional

Course Introduction

The management of compensation, benefits, and reward schemes by HR professionals is crucial not only for retaining and motivating current employees but also for enticing new talent to join the company. Salary and incentive packages often serve as primary motivators for job applicants, with more appealing compensation and benefits typically generating greater interest in available positions. Implementing appropriate compensation and benefits schemes ensures that diligent employees are fairly rewarded in a manner that is cost-effective for the company, thereby fostering continued high performance and motivation among staff. This training program is specifically crafted to address the requirements of HR professionals seeking to enrich their expertise in compensation and benefits management.

Target Audience

- * HR Professionals managing compensation and benefits.
- * Talent Acquisition Teams structuring competitive packages.
- * Compensation Analysts optimizing reward systems.
- * Business Leaders aligning rewards with company goals.

Learning Objectives

At the end of the training course, participants will be able to

- Gain a comprehensive understanding of the relevance of compensation and reward
- Learn how to attract and keep talented employees through a robust compensation and benefit strategy.
- Explore the importance and benefits of job evaluation in managing compensation and benefits.
- Understand how to create more dedicated employees through proper compensation and benefit management.

- Understand how to provide strong benefit for employees and cost-effective for companies.
- Identify and apply current best practices in managing compensation, benefits, and rewards.

Course Outline

• 01 Day One

Introduction to compensation and benefit

- What is Compensation?
- Why Compensation and How to set base pay?
- Compensation system
- What is Reward and what are the components of reward system?
- Main objectives of to give rewards to the employees
- Types of rewards
- Reward Strategy and Reward Policies

Compensation and Benefit Management

- Compensation objectives
- Total compensation
- Direct and indirect compensation
- Balancing compensation components
- Compensation and benefits cycle
- Internal consistency
- External consistency
- The hierarchy of needs and compensation

• 02 Day Two

Job analysis and job descriptions

- Uses of job descriptions
- Job analysis explained
- Carrying out the job analysis process
- Conducting a proper job analysis interview
- Explaining a typical job description

Job evaluation

- Definition of job evaluation
- Job evaluation systems
- Introduction to the Hay system
- Job grading
- Sources of error in the job evaluation process

• 03 Day Three

Performance Management

- Development and training
- Performance related pay
- Current best practice examples
- Contribution related pay

Performance-Based Reward and Compensation

- Theories of Compensation
- Consequences of pay dissatisfaction
- Compensation and Reward Management
- Importance of Compensation Management

Factors affecting compensation Management

• 04 Day Four

Inputs of compensation Structure

- Laws governing and affecting Pay Structure
- Recent Trends in Compensation and Reward Management
- How to manage compensation and reward in recession
- Challenges in Compensation and Reward Management

Non-financial Rewards and Empowerment Employee Benefits

- Non-financial rewards
- Employee Participation
- Employee Engagement
- Employee Benefits
- Flexible benefit systems and Cafeteria rewards
- The role of Pensions

• 05 Day Five

Benefits and Compensation Surveys

- Understanding the regional practises and effective management of benefits program and long – term benefits plan

- Role of compensation surveys
- Training on preparation of a compensation survey reports
- Training on carrying out compensation surveys

Current Best Practices

- Flexible benefits
- National minimum wage
- Commissions and sales staff
- Profit sharing
- Case study
- Action planning

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 26, 2025	May 30, 2025	5 days	4250.00 \$	UAE - Dubai
July 7, 2025	July 11, 2025	5 days	4950.00 \$	Indonsia - Jakarta
Aug. 31, 2025	Sept. 4, 2025	5 days	2150.00 \$	Virtual - Online
Nov. 23, 2025	Nov. 27, 2025	5 days	4250.00 \$	Qatar - El Doha