

## Compensation and Benefits

### Why Attend

Learn about the one part of human resources that works behind the scenes. Compensation and benefits is usually a functions that professionals in the field typically avoid for its seemingly complex nature and dependency on mathematics. When you attend this course, you will change your mind about this HR specialty. We will explain the specifics of compensation and benefits in such a way that you be able to apply them easily at work.

### Course Methodology

The course will use a combination of theory and practical applications of course concepts. Participants will engage in simulation exercises that will emulate real life situations allowing them to gain a strong understanding of the concepts covered.

### Course Objectives

By the end of the course, participants will be able to:

- Explain the basic principles and major elements of compensation
- Apply the various processes in compensation: job analysis, job descriptions and job evaluation
- Explain what constitutes a sound and effective compensation and benefits program
- Design a salary structure and related policies
- Describe the basic compensation survey process

### Target Audience

Professionals working in the function who wish to acquire relevant knowledge and skills, and those working in other areas of human resources as administrators, officers, specialists, team leaders, managers and business partners who wish to broaden their understanding of this important function.

### Target Competencies

- Deciding and initiating action
- Working with people
- Relating and networking
- Presenting and communicating
- Analytical thinking
- Applying expertise and technology
- Formulating concepts and strategies
- Following instructions and procedures

### Associations

**HR Certification Institute (HRCI)** : Meirc is an approved provider with the HR Certification Institute. Established in 1976, HRCI is an internationally certifying organization for the human resource profession and a global leader in developing

rigorous exams to demonstrate mastery and real-world application of forward-thinking HR practices, policies and principles. Today, more than 120,000 professionals worldwide proudly maintain their HR Certification Institute’s credentials as a mark of high professional distinction. By successfully completing any Meirc program which is approved by HRCI, participants will earn credit hours essential for maintaining professional distinction of PHR®, SPHR® or GPHR®.



**Society for Human Resource Management (SHRM)** : Meirc is recognized by the Society of Human Resources Management (SHRM) as a Preferred Provider. This recognition implies that participants who attend any of the SHRM approved programs delivered by Meirc Training & Consulting will earn a number of Professional Development Credits (PDCs) which will help them maintain their certification in SHRM-CPSM or SHRM-SCPSM.



### Location & Date

17 Dec - 21 Dec, 2017  
Dubai, English  
Raffles Dubai

21 Oct - 25 Oct, 2018  
Dubai, Arabic

*Meirc reserves the right to alter dates, content, venue and trainer.*

### Fees: US\$

Per participant

US\$ 4,600

*(including coffee breaks and a buffet lunch daily)*



For companies that want to maximize the return on their investment in training: **Register 3 participants on the same course and dates and pay only for 2.**

### Course Outline

- **Managing compensation: an overview**
  - Compensation objectives
  - Components and factors affecting compensation
  - Effective compensation management system
- **Job analysis and job descriptions**
  - The need for job descriptions
  - Principal approaches to job analysis
  - Carrying out the job analysis process
  - Conducting a proper job analysis interview
  - The main components of a Meirc job description
  - Writing job descriptions
    - Practical applications

- **Job evaluation**
  - Defining 'job evaluation'
  - Job evaluation methods
  - The Meirc system explained
  - The Hay system: an overview
  - Job evaluation guidelines
  - Sources of error
  - Practical job evaluation applications
- **Compensation systems**
  - Main compensation policies
  - Factors affecting pay levels
  - Paying for competence
  - Basic salary structures
  - Salary structure design
  - The right number of grades
  - Spread and progression
  - Building a salary structure
- **Allowances and Benefits**
  - Allowances as part of total pay
    - Purpose of allowances
    - Nature of work allowances
    - Non nature of work allowances
    - Regional practices
  - Understanding benefits
    - Definition and purpose of benefits
    - Categories of benefits
    - Regional practices
    - Managing an effective benefits program
    - Main features of a long term benefit plan
    - Conducting a benefits package assessment
- **Introduction to compensation surveys**
  - Purpose of surveys
  - Designing and carrying out a compensation survey
  - Compensation survey reports