

C3 CONDUCTING SALARY REVIEW FOR ANNUAL SALARY INCREMENT AND MAKING SALARY ADJUSTMENTS PROPOSALS

Introduction

This course will provide a good insight and experiential learning in reviewing salaries and proposing annual merit and special increment. This will address employees' performances; market salary movement i.e. ensure internal and external equities.

Objectives

- Course enables you to learn how to review salaries, determine competitive and recommend salary adjustment using company and market data.
- Understand different types of salary increments including merit increase and market equity adjustment.

Outline

Concept

Using the survey results to carry out the following

- What survey reports provides?
- Doing quality check and benchmarking / reliability
- Salary competitiveness / purposes of review
- Comparing 'apples with apples'
- Using survey results effectively
- Consistency and analyses tools

Reviewing Salaries, Determining Competitiveness and Increment

- Types of increments
 - Overview of increment budget
 - Increment trend & practices (frequency)
 - Increment trend & practices (method)
 - Distribution of the increment budget
 - Considerations in determining increase budget
- Single rate, step rate + merit
- Bonus vs incentives
- Compa-ratios
- Reviewing salaries
- Determining salary competitiveness by job, grade, category and company overall
- Overview of increment budget
- Determining increment budget

Performance Appraisal and Reward

- Performance rating
- Overall job performance – evaluation guide
- Distribution of the increment budget (merit increment)
 - Factors for consideration
 - Fixed quantum increment

- Fixed percentage increment
- Quartile system of increment
- Example of merit matrix
- Performance incentives

Mode	Combination of presentations, case studies and exercises
Pre-requisites	For this course; attendee must have completed Course C1 ad C2 or directly in C&B for at least 1 to 2 years
Target Audience	C&B Executives, HR Managers, Experience HR Executives
Duration	1 day
Fees	RM1000 per participant