

## C4 PROPOSING SALARY SCALES AND IMPLEMENTING AN EFFECTIVE SALARY STRUCTURE

## **Objectives**

To understand market compensation data, how to use them and apply them to develop and establish proper and competitive salary structure/ scale for your company

## **Outline**

- Understanding salary concepts and policies
- Types of market salary reports
- Determining market competitiveness and reviewing salaries
- Job grading pay structure and career pathing
- o Developing a salary scale design, criteria, methodologies, etc
- Scale spread, mid-point / salary policy
- o Implementing a salary structure/ scale
- Monitoring salary competitiveness
- o Salary adjustments, increments and minimum wage issues
- Using multi-salary scales / structures / dual career path
- o Effective use of compa-ratio

Mode Combination of presentations and hands-on workshop

**Pre-requisites** Participants to bring own laptops

Target Audience Human Resource managers and officers, financial managers,

recruitment officers, compensation executives / specialists / analysts,

payroll executives and administrators

**Duration** 1 day

Fees RM1000 per participant