

(COURSE - M2)

DEVELOPING, DESIGNING & IMPLEMENTING AN EFFECTIVE SALARY STRUCTURE / SCALE

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

- O Why the need for salary scales?
- Understanding salary concepts and policies
- Types of market salary reports / consultants survey vs own surveys
- o Determining market competitiveness and reviewing salaries
- Job grading, pay structure and career pathing
- Developing a salary scale design, criteria, methodologies, etc
- Scale spread, mid-point / salary policy
- Different methods of developing salary scales
- o Implementing a salary structure/ scale
- Monitoring salary competitiveness
- Salary adjustments, increments and minimum wage issues
- Using multi-salary scales / structures / dual career path
- o Effective use of compa-ratio
- Handling 'Red' and 'Green' circles
- Salary reviews / frequency of reviews / adjustments
- Cost-of-living / inflation vs annual increments
- Budgeting and administrating annual increments
- Merit vs other increments

Mode Combination of presentations and hands-on workshop

(involve case studies and exercises)

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

Trainer Mr. Ngo Tuan Siong

(Brief Profile) An Engineer by training, he has been in the remuneration consultancy

profession for more than 35 years. He has been a remuneration consultant for both multinational and local companies; mainly in the manufacturing and electronic industries. In the last 30 years, he has successfully trained C&B, remuneration and human resources practitioners in Malaysia and Singapore. A

HRDC registered trainer in C&B / remuneration courses.