



(COURSE – M3)

EFFECTIVE COMPENSATION & REMUNERATION MANAGEMENT

Introduction

This course is for HR Personnel who wish to go into the specialist role for day-to-day compensation administration and handling salary review, analyses and annual increment proposal using the proper technique and methodology.

Objectives

- How to review salary to ensure external or market equity
- How to review or adjust salary
- How and what to prepare and present salary increment or adjustment proposal to senior management

Outline

SECTION A

Compensation Management

Internal Equity

- Pay Issues / Anomalies
- Salary Scales Administration
- Job Grading / Classification
- Monitoring Systems (Compa-Ratio)
- Years in Job / Experience

External Equity

- Common Compensation Analyses and Proposals
- Using Survey report / results

SECTION B

Market Competitiveness

- Company vs Market (Types of Salaries) analyses
- What is the Market (Benchmark Companies)
- Market vs Internal Data
- Carry out a Market Salary Survey
 - How to do
 - What data to capture
 - What report to prepare and present
- Salary Policy
- Variance Analyses

Using and Applying Market Salary Reports Results

- Analyses
 - By Job
 - By Grade
 - By Employee Category
 - By Overall Company

SECTION C

Salaries and Increments using Survey Data

- Salary Quartiles / Averages
- Job Matching
- Types of Third Party Market Report

Internal Pricing of a Job

Understanding Internal Job Worth

- Job Classification / Grading

How Consultants Conduct Job Grading using Factors, Degree, Weights and Points

- Avoiding Internal Equities Challenges
- Pay Anomalies/ Issues

SECTION D

Reviewing Salaries & Increment

- Overview of Increment Budget
- Determining Increment Budget
- Type of Increments
- Increment Trends & Practices (Frequency)
- Increment Trends & Practices (Method)
- Distribution of Increment Budget
- Reviewing Salary Scales & Adjustments
- Reviewing Increment & Salaries

Salary Adjustments

- Market Equity, Salary Trends, Minimum Wage

SECTION E

Distributing Annual Increment

- Appreciation Salary Scale / Structures Review

Pay for Performance

- Preparing Salary Presentation Charts and Salary Proposal

Mode	Combination of presentations and hands-on workshop exercises (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	2 days
Trainer (Brief Profile)	Mr. Ngo Tuan Siong 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.