(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
- Why the need for salary scales?
- Understanding salary concepts and policies
- Types of market salary reports / consultants survey vs own surveys
- 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
- Implementing a salary structure/ scale
- Monitoring salary competitiveness
- Salary adjustments, increments and minimum wage issues
- Using multi-salary scales / structures / dual career path
- 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	
(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.