



PROFESSIONAL CERTIFICATION AND CONFERMENT AS

CERTIFIED COMPENSATION & BENEFITS MANAGER

This programme is designed to provide in-depth skill and knowledge for those assigned to manage compensation functions in the organization. The program also offers an extensive blend of theories and practices in this field. The programme serves as an excellent platform through which participants will gain industry recognition and enhances the efficiency and effectiveness of Compensation & Benefits Managers at the workplace. The programme is delivered by our panel of experienced lecturers who have been in this profession for a long period of time. This is to ensure quality of delivery, appropriate guidance and technical know-how.

Malaysian Institute of Human Resource Management is a member of the World Federation of People Management and Asia Pacific Federation of Human Resource Management

ADMISSION REQUIREMENTS

Professional Diploma in HR Management from MIHRM or its equivalent, with working experience in the area of Compensation & Benefits.

OR

Possess a Degree in any discipline from any recognized University, with at least a year of working experience at executive level in the area of Compensation & Benefits.

OR

Practising human resource professionals/practitioners at executive level and above for more than 3 years in the area of Compensation & Benefits.

OR

Individuals who are interested in acquiring in-depth knowledge of Compensation & Benefits, and who are considered suitable by the Programme Director.

COURSE SCHEDULE

Duration : 6 months- Saturdays & Sundays

Schedule : Alternate Weekends (9.00am to 5.00pm)

One weekend a month

COURSE ASSESSMENT

Examination, Assignments & Project Paper Presentation.

MEDIUM OF INSTRUCTION

The programme would be conducted in the English Language and therefore proficiency in that language is essential.

THE FACULTY

The faculty will comprise of experts in the field of Compensation & benefits and will include leading practitioners, consultants, academics and lawyers

COURSE FEE

RM4,500.00 per participant (Peninsular Malaysia) + GST
RM5,500.00 per participant (Sabah and Sarawak) + GST

Registration Fee : RM500.00 per participant
[Inclusive of course notes and examinations]
Installment plan is provided for self-sponsored participants.
Please liaise with the course coordinator for details.

AWARD OF CERTIFICATION

Upon successful completion of the programme, participants will be accorded recognition as "Certified Compensation & Benefit Manager" by the Malaysian Institute of Human Resource Management (MIHRM).

PROGRAMME STRUCTURE :

The programme provides participants with the proficiency structure that comprises the following elements :

THEORETICAL PERSPECTIVE – the theories, models and principles for practitioners to adopt in the analysis, design and operation of validity and reliability, hence its credibility and acceptability among employees and other stakeholders.

FUNCTIONAL/OPERATIONAL PERSPECTIVE - the specific processes, programmes and activities in order for participants to know what they will need to carry out as professionals and managers.

LINKAGES AMONG FUNCTIONS - the interdependencies between Compensation Management and other Human Capital Management systems in order for participants to realize the significant impact that each has on others.

PERFORMANCE MEASURES – the functional measures of efficiency, effectiveness, productivity and quality at the outcomes, processes and inputs phases of Compensation Management in order to reinforce practitioners' accountability for meeting stakeholder wants and needs.

MODULE-SPECIFIC TECHNICAL SKILLS - quantitative/data analytical and processing techniques required for investigating Compensation Management issues, derive relevant conclusions and offer decision alternatives pertaining to each module.

COURSE STRUCTURE

Unit	Scope of Coverage	Duration
1	Introduction to compensation	8 hours
2	The Grading Structure	16 hours
3	The Pay & Benefits Structure	16 hours
4	International & Global Compensation & Benefit Management	16 hours
5	Performance Management	16 hours
6	Essential statistical Tools for Compensation Management	16 hours
7	Project Paper	3 months

REGISTRATION PROCEDURE

1. Complete the Registration Form and submit to MIHRM with RM500.00 as Registration Fee. (Registration Form is available from our website)
2. Payment of Course Fee shall be made on or before commencement of the program.
3. Mode of Payment: Cheque, money order, bank draft; payable to "Malaysian Institute of Human Resource Management". CIMB Bank Berhad : Account No: 8002324212 [Please fax "Bank-in Slip" to MIHRM via fax no: 03-79554076] Registration Form is available at our website.