



# MALAYSIAN INSTITUTE OF HUMAN RESOURCE MANAGEMENT

MIHRM is a member of the World Federation of People Management & Malaysia's HR Professional Body

CERTIFIED C&B MANAGER



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 program serves as an excellent platform through which participants will gain industry recognition and enhances the efficiency and effectiveness of Compensation & Benefits Manager's at workplace. The programme is awarded by our panel of experienced lecturers who are on this profession for affordable period of time to ensure quality delivery, 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**



MIHRM is a Class A Training Provider (serial no. 3215) and is globally recognized as Malaysia's Professional HR Body

## ADMISSION REQUIREMENTS

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

OR

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

OR

Practicing human resource professionals/ practitioner at executive level and above for more than 3 years in the area of compensation.

OR

Individual who are interested in acquiring in-depth knowledge of compensation and who are considered suitable by the Program Director.

## COURSE SCHEDULE

Duration : 6 months

Schedule : Alternate Saturdays (9.00am to 5.00pm)

## COURSE ASSESSMENT

Examination/ Assignment/ Project Paper/ Action Learning.

## MEDIUM OF INSTRUCTION

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

## THE FACULTY

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

## COURSE FEE

Course Fee : RM4,500.00 per participant (Peninsular Malaysia)  
RM5,500.00 per participant (Sabah and Sarawak)

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 program, participants will be accorded recognition as "Certified Compensation & Benefit Manager" by Malaysian Institute of Human Resource Management (MIHRM)

## PROGRAMME STRUCTURE

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

**THEORETICAL PERSPECTIVE** – the theories, models & principles for practitioners to adopt in the analysis, design and operation of Compensation Management processes in order to improve its 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	Reward Management – An Overview	8 hours
2	The Grading Structure	16 hours
3	The Pay & Benefits Structure	16 hours
4	Pay for Performance	8 hours
5	International & Global Compensation & Benefit Management	16 hours
6	Performance Management	16 hours
7	Essential statistical Tools for Compensation Management	16 hours
8	Action Learning	1 month
9	Project Paper	3 months

## REGISTRATION & ENQUIRY

1. Complete the Registration Form and submit to MIHRM with RM500.00 as Registration Fee.

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" or Cash/ Direct Bank in to MIHRM Bank Account:

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