

DEVELOPING SALARY STRUCTURE

for HR Executives, HR Managers and Managers

Date : 8 & 9 July 2025 (2 Days)
Time : 9.00 am - 5.00 pm
Mode : Face-to-Face
Venue : Klang Valley
Price (RM) : RM 1,920.00 (Member) | RM 2,160.00 (Non-Member)
*Prices exclusive of 8% SST

INTRODUCTION

The Certificate in Developing Salary Structure explores the ins and outs of Compensation & Benefits (C&B) in the broader HR landscape. Throughout the course, participants will cover fundamental concepts, including understanding C&B's role, conducting Job Analysis, and implementing a C&B Philosophy. The programme dives into practical aspects like designing salary structures, pay controls, and the significance of Employee Benefits. With a focus on real-world application, this programme equips participants to implement effective Job Evaluation methods, conduct Compensation Surveys, and strategically manage salary structures for talent retention. Join us to gain practical skills that align salary practices with organisational goals and enhance talent development.

OBJECTIVES

- Understand the strategic role of Compensation & Benefits in HRM, linking C&B to organisational profitability, mastering the computation of C&B cost ratios, and addressing equity issues in comprehensive package design.
- Develop a job grade structure using detailed job descriptions and the Points Based Job Evaluation System, analyse and apply compensation surveys for benchmarking, and build a competitive pay line aligned with the organisation's pay-level strategy.
- Explore the importance of structured selection processes, including shortlisting, pre-interview procedures, and interview format determination, with a focus on clear criteria for candidate selection and refining decision-making in talent acquisition.

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COURSE CONTENT

DAY 1

9.00AM – 5.00PM

Introduction to Compensation & Benefits in HR

- Overview of the role of Compensation & Benefits in the HR framework.

Job Analysis: Definitions and Compensable Factors

- Understanding the essentials of Job Analysis, including definitions and key compensable factors.

Job Analysis: Data Collection and Outcome

- Practical insights into data collection for Job Analysis and outcomes like Job Description and Job Specification.

C&B Philosophy and its Implementation

- Comprehending the significance of a Compensation & Benefits Philosophy and its practical application.

Understanding Job Evaluation

- Exploring Job Evaluation, its definitions, requirements, and methods, with a focus on Hay Charts.

Compensation Surveys and their Impacts

- Insight into the process and impact of Compensation Surveys on salary structures.

Statistics in Compensation & Benefits

- Acquiring knowledge of relevant statistics in Compensation & Benefits for informed decision-making.

End of programme

DAY 2

9.00AM – 5.00PM

Designing Salary/Wages Structure

- Step-by-step guide to designing salary structure, considering policies and types.

Implementing Salary/Wages Structure: Key Steps

- Practical steps for implementation, including:
 - Defining a Policy
 - Deciding on a Market
 - Establishing a Position
 - Gathering Survey Data
 - Defining Grades and Considering Broadbands
 - Designing Midpoints of Salary Ranges
 - Designing Spread and Range of Salary Ranges

Implementing Salary Reviews Linked to Performance

- Integrating performance-based salary reviews into the structure.

Pay Controls and Characteristics of a Good Salary Structure

- Exploring pay controls such as Compa-ratios, overlap, and merit increases, and identifying traits of a well-designed salary structure.

Career Progressions, and Employee Benefits and Services

- Understanding the concept of Career Progressions and delving into the significance of Employee Benefits and Services for talent attraction and retention.

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End of programme