

COURSE OVERVIEW HM0402(GA2)
Certified Compensation & Benefits Professional

Course Title

Certified Compensation & Benefits Professional

Course Date/Venue

July 28-August 01, 2024/AI Aziziya Hall, The Proud Hotel Al Khobar, Al Khobar, KSA

Course Reference

HM0402(GA2)

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



Course Description



This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.



Compensation and Benefits is the one part of human resources that works behind the scenes. It is usually the one specialization in human resources that professionals in the field typically avoid for its seemingly complex nature and dependency on mathematics. By attending this course, you will change your mind about this HR specialty. You will see an approach which is easy to understand and which explains the specifics of compensation and benefits. This approach will also help you in applying the principles of compensation and benefits practically at work.



This course is designed to provide participants with a detailed and an up-to-date overview of compensation and benefits. It covers the understanding of the importance of compensation to the overall aims of human resources management; the comprehensive compensation system; the benefits of job evaluation and choose an appropriate system for own organization; the advice on regional compensation practices; and the principal steps in a compensation survey and answer questions relating to the criticality of job matching to the success of any compensation survey.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Get certified as a “*Certified Compensation & Benefits Professional*”
- Define and demonstrate understanding of the importance of compensation to the overall aims of human resources management
- Design a comprehensive compensation system
- List the benefits of job evaluation and choose an appropriate system for own organization
- Assess and provide advice on regional compensation practices
- Recite the principal steps in a compensation survey and answer questions relating to the criticality of job matching to the success of any compensation survey

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.

Who Should Attend

This course provides an overview of all significant aspects and consideration of compensation and benefits for HR administrators, officers, specialists, team leaders, managers and business partners who wish to enhance their knowledge and skills in this important area of human resources.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Fee

US\$ 7,000 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Certificate(s)

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-



(2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course

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Haward Technology Middle East

Continuing Professional Development (HTME-CPD)

CEUs

CEU Official Transcript of Records

TOR Issuance Date: 20-Apr-17

HTME No. PAR113411

Participant Name: Emad Al Anazi

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HM0402(GA2)-IH	Certified Compensation and Benefits Professional	April 16-20, 2017	32.5	3.25

Total No. of CEU's Earned as of TOR Issuance Date **3.25**

TRUE COPY



Maricel De Guzman
Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2013 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2013 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology is accredited by









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Course Certificate(s)


Internationally recognized certificates will be issued to all participants of the course.

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Society for Human Resource Management (SHRM-USA)

Haward Technology Middle East is recognized by the **Society for Human Resource Management (SHRM-USA)**, the world’s largest association devoted to human resource management, to offer programs that qualify for recertification credits for the SHRM Certified Professional (**SHRM-CP®**) and SHRM Senior Certified Professional (**SHRM-SCP®**) credentials.

As a member of the SHRM Recertification Provider network, Haward Technology will be able to award Professional Development Credits (PDCs) for its programs that relate to the SHRM Body of Competency and Knowledge (SHRM BoCK™).


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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology’s courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant’s involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant’s CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council for Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Eric Matthews is a **Senior HRD Management Consultant** with over **35 years** of extensive experience. His expertise includes **Human Resource Management (HRM), Human Resource Development (HRD) Training, Quality Management System (QMS), Change Management, Project Management, Contract Management, Business Management, Time Management, Performance Management, Negotiation & Presentation Skills, Supervisory & Management Skills, Coaching & Mentoring** and **Strategic Decision Making**. Moreover, his experience includes **Construction Safety (STOP), Process Safety Management (PSM), Risk Management, Marine Risk Assessment, ISO 14001 (2004) Lead Auditor, OSHA, SHEQ, Industrial Hygiene, Confined Space Entry, Fall Protection, Work Permit & First Aid, Forklift Operations, Accident & Incident Prevention, Site Inspection, HSE Leadership, Safety Attitude and Industrial Plant Safety** as well as **Pneumatic, Control Systems and Logic Boards**. He is currently the **Managing Director of Ken Matthews & Associates Training Consultancy**. Further, he is a **Registered and Certified Trainer, Assessor, Moderator, Verifier and Program Designer & Developer** as well as an **Authorized Accreditation Advisor**.

During Mr. Matthews' career life, he has shared his knowledge and practical expertise through the continuous and numerous trainings internationally. He started his profession from various challenging positions such as the **Tooling Engineer, Mechanical Technician, Sea Going Engineer, Safety Officer, Senior Lecturer/Professor, College Mentorship Programme Head, Curriculum & Project Designer, Learning Material Developer, Management Consultant, Trainer & Assessor** and **Moderator & Verifier**.

Mr. Matthews has a **Bachelor's degree in Industrial & Organizational Psychology with Honours (Cum Laude)**. Further, he is a **Certified Instructor/Trainer; a Certified Trainer/Assessor** by the **City & Guilds of London Institute**; a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**; a **Registered SETA Assessor/Moderator/Skills Coach** and an active member of the **British Institute of Works Managers and British Institute of Personnel Managers** and delivered innumerable trainings, courses, seminars and workshops worldwide.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 28th of July 2024

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0930	Managing Compensation: An Overview Compensation Objectives • Total Compensation • Direct and Indirect Compensation
0930 - 0945	Break



0945 – 1100	Managing Compensation: An Overview (cont'd) Balancing Compensation Components • Equitable, Value Adding, Competitive and Motivating Compensation • Internal Consistency • External Consistency • The Hierarchy of Needs and Compensation
1100 – 1230	Job Analysis & Job Descriptions Uses of Job Descriptions • Job Analysis Explained • Carrying out the Job Analysis Process
1230 – 1245	Break
1245 – 1420	Job Analysis & Job Descriptions (cont'd) Conducting a Proper Job Analysis Interview • Explaining a Typical Job Description • Job Analysis: a Summary
1420 – 1430	Recap
1430	Lunch & End of Day One

Day 2: Monday, 29th of July 2024

0730 – 0930	Job Evaluation Definition of Job Evaluation • Job Evaluation Systems
0930 - 0945	Break
0945 – 1100	Job Evaluation (cont'd) Introduction of Meirc System • The Meirc Job Evaluation System Explained
1100 – 1230	Job Evaluation (cont'd) Introduction to the Hay System • Job Grading
1230 – 1245	Break
1245 – 1420	Job Evaluation (cont'd) Sources of Error in the Job Evaluation Process
1420 – 1430	Recap
1430	Lunch & End of Day Two

Day 3: Tuesday, 30th of July 2024

0730 – 0930	Compensation Systems Objectives of Compensation • Decisions to Take
0930 - 0945	Break
0945 – 1100	Compensation Systems (cont'd) Designing Base Salary Structures • Allowances to Offer
1100 – 1230	Compensation Systems (cont'd) The Structuring of Benefits' Programs • Important Considerations in Compensation
1230 – 1245	Break
1245 – 1420	Compensation Systems (cont'd) Managing Your Compensation Programs
1420 – 1430	Recap
1430	Lunch & End of Day Three

Day 4: Wednesday, 31st of July 2024

0730 – 0930	Competitive Compensation Staying Competitive • Designing and Carrying out Compensation Surveys
0930 - 0945	Break
0945 – 1100	Competitive Compensation (cont'd) Four Basic Survey Methods
1100 – 1230	Competitive Compensation (cont'd) Data Requirements
1230 – 1245	Break



1245 – 1420	Competitive Compensation (cont'd) <i>Issues Related to the Implementation of Change</i>
1420 – 1430	Recap
1430	<i>Lunch & End of Day Four</i>

Day 5: Thursday, 01st of August 2024

0730 – 0930	Performance Based Rewards <i>The Definition of Performance Management (PM) • Objectives of Performance Management</i>
0930 – 0945	<i>Break</i>
0945 - 1100	Performance Based Rewards (cont'd) <i>Current and Prevailing PM Systems • Rewarding Performance</i>
1100 – 1215	Performance Based Rewards (cont'd) <i>Rewarding the Right Behaviours and Results</i>
1215 – 1230	<i>Break</i>
1230 – 1300	Performance Based Rewards (cont'd) <i>Key Performance Indicators (KPIs)</i>
1300 – 1315	Course Conclusion
1315 – 1415	COMPETENCY EXAM
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-



Course Coordinator

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