

DESIGN AN EFFECTIVE GRADING AND SALARY STRUCTURE

MALAYSIA HR FORUM ACADEMY,
LEVEL 12, LOT 12A, MENARA PKNS PETALING JAYA,
JALAN YONG SHOOK LIN, 46050 PETALING JAYA,
SELANGOR, MALAYSIA.





The **Certified Compensation and Benefits (C&B) Specialist (CCBS) Program** is designed to equip HR professionals with the essential skills and knowledge to design and implement effective grading and salary structures. This comprehensive programme covers key aspects of compensation and benefits, including job evaluation, market analysis, salary structure design, and implementation strategies.

Program Highlights

Certification: Earn the Certified C&B Specialist (CCBS) designation upon completing three core modules within three months.

Duration: Each course spans 2 days, from 09:00 a.m. to 05:00 p.m.

Venue: Malaysia HR Forum Academy

Trainer: Juliana Philip, an experienced HR professional with over 16 years of industry expertise.

To be awarded as a Certified C&B Specialist (CCBS), the participants are required to complete the following core modules:

Module 1: Fundamentals of C&B – Mastering Job Evaluation

Module 2: Design an Effective Grading and Salary Structure

Module 3: Implementing Total Reward Strategies

Participants who are unable to attend all three courses can join individual workshops and receive a certificate of attendance upon completion of each programme.



Module Overview

In today's dynamic and competitive business environment, designing an effective grading and salary structure is critical for organisations to attract, retain and motivate top talent while ensuring fairness and equity.

This 2-day workshop will equip HR professionals with the essential knowledge, skills, and practical tools needed to design and implement grading and salary structures that align with organisational objectives.

Why Attend?

Professional Development:

- Enhance your skills and knowledge in a critical area of HR management.
- Deepen your understanding of grading and salary structures to become a valuable contributor to your organisation's HR functions.

Career Advancement:

- Strengthen your credentials and increase your marketability for future career opportunities within the HR field.
- Gain a fundamental skill for HR professionals at all levels

Organisational Impact:

- Contribute to your organisation's success by designing structures that promote fairness, transparency, and employee satisfaction.
- Shape organisational culture, employee engagement, and overall performance.

Learning objectives

- Develop and implement grading and salary structures that align with organisational objectives,
- Evaluate the importance of fairness and equity when designing the salary structures.

Targeted Participants

This course is ideal for:

- Junior C&B Professionals
- HR Executives and Managers specialising in Compensation and Benefits
- Employees in Human Resources looking to manage Compensation and Benefits portfolios

Method of Training

The course employs an interactive learning mode to encourage active participation, including:

- Group discussions
- Slide presentations
- Assessments
- Individual assignments
- Games and self-reflection activities

Duration

2 Days

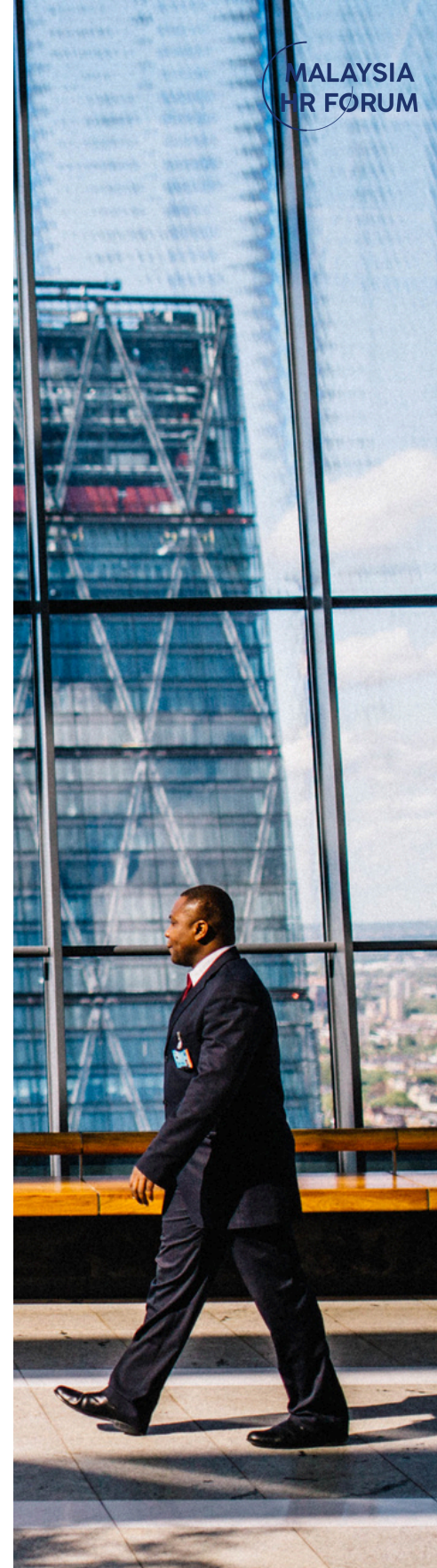
Assessment / Presentation

1. Knowledge Assessment

Multiple Choice Questions (MCQ) and Short Written Answers (SWA)

2. Application Assessment

During role-play activities throughout the session



Course Content | DAY 1 (9.00 am - 5.00 pm)

Day 1: Comprehensive Understanding of the Principles, Methodologies and Best Practices

Module 1: Introduction to Grading and Salary Structures

- Overview of grading and salary structures
- Importance of effective grading and salary structures in organisational success
- Key components of grading and salary structures

Module 2: Job Analysis and Job Evaluation

- Understanding the job analysis process
- Introduction to different job evaluation methods (e.g., Point Factor, Ranking, Classification)

Practical Exercise: Conducting job analysis and applying job evaluation methods to sample job roles

Module 3: Establishing Grading Framework

- Developing a grading framework based on job evaluation results
- Defining job grades and establishing grade definitions

Group Activity: Designing a grading framework for hypothetical organisational



Course Content | DAY 2 (9.00 am - 5.00 pm)

Day 2: Practical Skills to Design and Implement Salary Structures

Recap and Review of Day

Module 4: Market Analysis and Benchmarking

- Understanding market data sources and compensation surveys
- Conducting market analysis and benchmarking exercises

Group Activity: Analysing market data and identifying salary benchmarks for key job roles

Module 5: Designing Salary Structures

- Principles of salary structure design
- Factors influencing salary structure design (e.g., internal equity, external competitiveness, budget constraints)

Activity: Designing Grading and Salary Structures for Your Organisation

Participants will design a grading and salary structure for their own organisation or a hypothetical organisation. Participants will work individually or in small groups to develop comprehensive grading and salary structures that align with organisational objectives, promote fairness and equity, and support talent management strategies.

Module 6: Implementation and Communication

- Strategies for implementing grading and salary structures effectively
- Developing communication plans to introduce grading and salary changes to employees

Role-Play: Communicating grading and salary changes to employees and addressing potential concerns

Module 7: Review and Reflection

- Reviewing key concepts and learnings from the workshop
- Reflecting on how participants can apply the knowledge and skills gained in their own organisations