

Reward and Benefits Administration

Dubai (UAE)

20 - 24 June 2027

UK Training

PARTNER



Reward and Benefits Administration

Code: HR32 From: 20 - 24 June 2027 City: Dubai (UAE) Fees: 4200 Pound

Introduction

Reward and benefits administration plays a critical role in enhancing employee satisfaction, driving performance, and supporting organizational goals. It is not just about financial compensation, but a strategic approach to attracting, retaining, and motivating talent to achieve sustainable business success.

This course equips participants with the knowledge and practical skills to design and implement effective reward and benefits policies. It provides a framework to balance organizational resources with employee expectations, ensuring fairness, compliance, and long-term performance improvement.

Course Objectives

- Understand the core principles of reward and benefits administration.
- Explore global trends in compensation and benefits strategies.
- Design fair and transparent compensation systems.
- Link reward programs with organizational performance.
- Develop analytical skills for benefits and compensation data.
- Ensure compliance with relevant laws and regulations.
- Strengthen organizational capacity to attract and retain talent.
- Prepare professional reports to support decision-making.

Course Outlines

Day 1: Introduction to Reward and Benefits Administration

- Definition and strategic importance of rewards and benefits.
- Distinction between direct and indirect compensation.
- The link between rewards and employee performance.
- Key components of a total rewards package.
- Common mistakes in reward management.
- Practical exercise: analyzing current policies.

Day 2: Designing Compensation Systems

- Steps to build a comprehensive pay structure.
- Job evaluation techniques and grading systems.
- Balancing internal equity and external competitiveness.
- Role of financial and non-financial incentives.
- Creating sustainable compensation policies.
- Group activity: drafting a preliminary system.

Day 3: Benefits Management

A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) on it. The text 'UK Training PARTNER' is overlaid on the board.

UK Training
PARTNER

- Types and significance of employee benefits.
- Flexible versus fixed benefits.
- Identifying diverse employee needs.
- The relationship between benefits and loyalty.
- Measuring employee satisfaction with benefits.
- Case study application.

Day 4: Legal and Operational Considerations

- Compliance with labor laws and regulations.
- Drafting clear policies for rewards and benefits.
- Resolving disputes related to compensation.
- Budget control and cost management.
- Leveraging technology for administration.
- Practical task: developing a sample policy.

Day 5: Application and Evaluation

- Developing a comprehensive reward and benefits plan.
- Preparing analytical reports for senior management.
- Identifying challenges during implementation.
- Evaluating the effectiveness of existing programs.
- Recommendations for continuous improvement.
- Final action plan for practical application.

Why Attend This Course? Wins & Losses!

- Gain specialized knowledge in a vital strategic area.
- Build skills to design effective compensation policies.
- Strengthen your role in supporting management decisions.
- Improve your organization's ability to attract and retain talent.
- Develop analytical capabilities to assess compensation systems.
- Ensure compliance with legal and regulatory requirements.
- Learn how to balance resources with employee needs.
- Receive practical training with immediate application.

Conclusion

Reward and benefits administration is more than an operational process; it is a strategic driver of competitiveness and organizational success. By creating fair, transparent, and motivating systems, institutions can build positive work environments that inspire loyalty, commitment, and high performance.

This course provides a complete framework for developing and managing effective reward and benefits systems, from understanding basic concepts to designing, applying, and evaluating policies. With practical application, participants will be able to craft innovative solutions that balance organizational objectives with employee expectations, supporting sustainable growth.

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a gold pawn behind it. The text 'UK Training PARTNER' is overlaid on the board.

UK Training
PARTNER

Blackbird Training Clients

 MANNAI CORPORATION MANNAI Trading Company WLL, Qatar	 GAC UNE FILIALE D' EGA Alumina Corporation Guinea	 Booking.com Booking.com Netherlands	 OXFAM Oxfam GB International Organization, Yemen	 Capital Markets Authority Kuwait
 Waltersmith Waltersmith Petroman Oil Limited Nigeria	 QNB Qatar National Bank (QNB), Qatar	 Qatar Foundation Qatar	 AFRICAN UNION ADVISORY BOARD ON CORRUPTION Tanzania	 KFAS KFS Kuwait
 Reserve Bank of Malawi Malawi	 Central Bank of Nigeria Nigeria	 Ministry of Interior Kingdom of Saudi Arabia KSA	 Mabruk Oil Company Libya	 Saudi Electricity Company KSA
 BPKH Badan Pengelola Keuangan Haji BADAN PENGELOLA KEUANGAN Haji, Indonesia	 NATO Italy	 ENI ENI CORPORATE UNIVERSITY, Italy	 GULF BANK Gulf Bank Kuwait	 General Organization for Social Insurance KSA
 Defence Space Administration Nigeria	 National Industries Group (Holding) Kuwait	 Hamad Medical Corporation Qatar	 USAID Pakistan	 STC STC Solutions, KSA
 North Oil Company North Oil company,	 EKO Electricity EKO Electricity	 OMAN BROADBAND Oman Broadband	 UNITED NATIONS UN.	 Authority for Electricity Regulation, Oman Authority for

UK Training
PARTNER

Blackbird Training Categories

Management & Admin

Entertainment & Leisure
Professional Skills
Finance, Accounting, Budgeting
Media & Public Relations
Project Management
Human Resources
Audit & Quality Assurance
Marketing, Sales, Customer Service
Secretary & Admin
Supply Chain & Logistics
Management & Leadership
Agile and Elevation

Technical Courses

Artificial Intelligence (AI)
Sustainability, ESG & Corporate Responsibility
Advanced Courses
Hospital Management
Public Sector
Special Workshops
Oil & Gas Engineering
Telecom Engineering
IT & IT Engineering
Health & Safety
Law and Contract Management
Customs & Safety
Aviation
C-Suite Training