BLACKBIRD FOR TRAINING

Comprehensive Course in Compensation, Benefits & Total Rewards Management

15 – 26 November 2027
Kuala Lumpur (Malaysia)

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Comprehensive Course in Compensation, Benefits & Total Rewards Management

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Introduction

Compensation, Benefits & Total Rewards Management has become a strategic function that directly influences an organization's ability to attract, motivate, retain, and develop high-performing talent. In today's highly competitive labor market, organizations must design compensation and benefits programs that are equitable, market competitive, financially sustainable, and aligned with corporate strategy. Effective Total Rewards strategies extend beyond salary by integrating financial rewards, employee benefits, career development, recognition, work-life balance, and organizational culture to create a compelling Employee Value Proposition EVP.

The Compensation, Benefits & Total Rewards Management course provides participants with a comprehensive understanding of modern compensation management, salary structure design, benefits administration, job evaluation, salary benchmarking, performance-based rewards, compliance, and Total Rewards strategy development. Participants will learn how to build competitive compensation systems, administer employee benefits, maintain internal and external pay equity, evaluate reward effectiveness, and develop reward programs that support organizational objectives while enhancing employee engagement and organizational performance.

Course Objectives

By the end of this training course, participants will be able to:

- Understand the strategic role of Compensation, Benefits & Total Rewards in organizational success.
- Explain the components of an effective Total Rewards framework.
- Develop reward philosophies aligned with organizational strategy.
- Conduct job analysis and prepare comprehensive job descriptions.
- Apply job evaluation methodologies and job grading systems.
- Design equitable salary structures and pay grading frameworks.
- Develop competitive salary bands based on market data.
- Conduct salary benchmarking and market pricing analysis.
- Design comprehensive employee benefits programs.
- Evaluate mandatory and voluntary employee benefits.
- Develop performance-based reward and incentive systems.
- Align rewards with organizational performance objectives.
- Improve employee engagement through Total Rewards strategies.
- Ensure compensation compliance with legal and ethical requirements.
- Develop comprehensive Compensation & Benefits programs that support long-term organizational success.



Course Outlines

Day 1: Introduction to Compensation, Benefits & Total Rewards

- The Role of Compensation and Benefits in Human Resource Management.
- Strategic Importance of Total Rewards Management.
- Components of Total Rewards.
- Reward Philosophy and Organizational Objectives.
- Types of Compensation and Employee Benefits.
- Financial and Non-Financial Rewards.
- Aligning Compensation and Benefits with Organizational Strategy.
- Supporting Employee Engagement through Total Rewards.

Day 2: Job Analysis and Job Evaluation

- Conducting Effective Job Analysis.
- Writing Accurate Job Descriptions.
- Job Documentation Standards.
- Job Evaluation Principles.
- Job Evaluation Methods.
- Job Grading Systems.
- Internal Pay Equity.
- Building Fair Compensation Structures.

Day 3: Salary Structure Design

- Principles of Salary Structure Design.
- Pay Grades and Salary Bands.
- Designing Competitive Salary Structures.
- Market-Based Compensation Frameworks.
- Salary Administration Policies.
- Managing Salary Progression.
- Maintaining Internal Compensation Consistency.
- Reviewing and Updating Salary Structures.

Day 4: Salary Benchmarking and Market Analysis

- Salary Survey Methodologies.
- Market Pricing Techniques.
- External Pay Competitiveness.
- Compensation Benchmarking.
- Labor Market Analysis.
- Evaluating Compensation Positioning.
- Updating Salary Structures Based on Market Trends.
- Maintaining Competitive Compensation Programs.



Day 5: Employee Benefits Management

- Designing Employee Benefits Programs.
- Mandatory Employee Benefits.
- Voluntary Benefits Programs.
- Medical, Health, and Insurance Benefits.
- Retirement Programs.
- Leave and Time-Off Benefits.
- Flexible Benefits Programs.
- Benefits Administration Best Practices.

Day 6: Performance-Based Reward Systems

- Performance Management and Total Rewards.
- Merit Pay Systems.
- Bonus and Incentive Programs.
- Short-Term and Long-Term Incentives.
- Recognition Programs.
- Variable Pay Strategies.
- Linking Rewards to Organizational Performance.
- Measuring Reward Effectiveness.

Day 7: Managing Total Rewards

- Developing a Total Rewards Strategy.
- Employee Engagement through Rewards.
- Employee Value Proposition EVP.
- Reward Communication Strategies.
- Reward Policies and Procedures.
- Integrating Financial and Non-Financial Rewards.
- Supporting Talent Attraction and Retention.
- Evaluating Total Rewards Effectiveness.

Day 8: Reward Administration and Compliance

- Compensation Administration.
- Payroll Considerations.
- Compensation Governance.
- Legal Requirements.
- Ethical Compensation Practices.
- Pay Equity Principles.
- Compliance with Employment Regulations.
- Compensation Documentation and Reporting.



Day 9: Reward Trends and Best Practices

- Emerging Trends in Compensation and Benefits.
- Digital Human Resources and Reward Systems.
- Artificial Intelligence in Compensation Management.
- Flexible Work and Reward Strategies.
- Modern Recognition Programs.
- Employee Experience and Rewards.
- Future Trends in Total Rewards.
- Global Best Practices in Compensation and Benefits.

Day 10: Developing a Compensation & Benefits Plan

- Designing an Integrated Compensation and Benefits Program.
- Developing a Total Rewards Framework.
- Budgeting for Compensation Programs.
- Measuring Return on Reward Investments.
- Evaluating Program Effectiveness.
- Continuous Improvement of Reward Programs.
- Developing an Organizational Reward Roadmap.
- Comprehensive Course Review and Action Planning.

Why Attend This Course: Wins & Losses!

- Develop a comprehensive understanding of Compensation, Benefits & Total Rewards Management.
- Learn to design competitive salary structures and compensation frameworks.
- Strengthen job evaluation and salary benchmarking capabilities.
- Improve employee engagement through effective Total Rewards strategies.
- Develop equitable and market-competitive compensation systems.
- Build performance-based reward and incentive programs.
- Improve employee attraction, retention, and motivation.
- Ensure legal compliance and compensation governance.
- Enhance organizational performance through strategic reward management.
- Develop practical Compensation & Benefits plans aligned with business objectives.

Conclusion

Compensation, Benefits & Total Rewards Management has evolved into a strategic organizational capability that supports business performance, workforce engagement, and long-term talent sustainability. Well-designed compensation systems enable organizations to attract skilled professionals, reward high performance, maintain internal equity, remain competitive in the labor market, and strengthen employee commitment.



The Compensation, Benefits & Total Rewards Management course provides participants with a comprehensive framework covering compensation strategy, job evaluation, salary structure development, market benchmarking, employee benefits, performance-based rewards, compliance, governance, and Total Rewards management. Participants will gain practical knowledge that enables them to design, implement, evaluate, and continuously improve compensation and benefits programs aligned with organizational strategy.

By applying the concepts and methodologies presented throughout this course, participants will be able to build competitive reward systems, strengthen compensation governance, improve employee satisfaction and engagement, support organizational growth, and create sustainable Total Rewards programs that deliver measurable value to both employees and the organization.

