HR Management · HR347

Understanding Pay Structures and Employee Benefits

Kuala Lumpur · 21 - 25 Dec 2026

Date	Venue	Duration
21 - 25 Dec 2026	**Kuala Lumpur**	**1 Week**
Fee	Ref	Language
£5,000 GBP	**HR347**	**English**

Introduction

Compensation and benefits play a critical role in attracting, motivating, and retaining talent. A well-designed pay structure ensures internal equity, external competitiveness, and alignment with organisational strategy. This course provides participants with a practical understanding of pay structures, job evaluation methods, benefits packages, and compliance considerations. Participants will also learn how to balance organisational costs with employee motivation and satisfaction while maintaining competitiveness in the labour market.

Course Objectives of Understanding Pay Structures and Employee Benefits

Upon completing this programme, participants will be able to:

- Understand the principles and components of pay structures.
- Apply job evaluation techniques to determine appropriate pay levels.
- Analyse market data to ensure competitive compensation.
- Design and implement employee benefits programmes.
- Align compensation and benefits with organisational strategy and legal frameworks.
- Communicate pay and benefits effectively to employees.

Course Methodology of Understanding Pay Structures and Employee Benefits

- Lectures and Expert Insights: Leading industry experts will share their insights and best practices.
- Case Studies: Analyse real-world talent acquisition challenges and solutions.
- Group Discussions: Engage in meaningful discussions and share experiences with peers.
- Role-Playing and Simulations: Practice recruitment scenarios to enhance skills.
- Hands-on Workshops: Gain practical experience in using recruitment tools and techniques.

Organisational Impact of Understanding Pay Structures and Employee Benefits

This training programme will have a positive impact on organisations by:

- Ensures fair and consistent pay practices across the organisation.
- Strengthens employee engagement, motivation, and retention.
- Improves competitiveness in attracting top talent.
- Helps organisations comply with labour laws and compensation regulations.
- Enhances transparency and trust in HR practices.

Personal Impact of Understanding Pay Structures and Employee Benefits

Participants will experience personal growth and development, including:

- Builds skills in compensation analysis and job evaluation.
- Enhances ability to design and manage pay and benefits structures.
- Strengthens decision-making in balancing cost and employee satisfaction.
- Increases confidence in handling employee compensation queries.
- Provides career advancement opportunities in HR and compensation management.

Who Should Attend

This training programme is ideal for:

- HR professionals and compensation specialists.
- Payroll and benefits administrators.
- Line managers responsible for employee rewards.
- Finance and HR business partners.
- Anyone involved in pay policy and employee engagement.

Course Outlines

Day 1

Foundations of Pay Structures

- Role of compensation in HR and organisational strategy.
- Components of a total reward system.
- Internal equity vs external competitiveness.
- Job analysis and job evaluation basics.
- Introduction to grading systems and pay scales.

Day 2

Job Evaluation and Pay Design

- Job evaluation methods (ranking, classification, point factor).
- Linking job evaluation to pay grades.
- Building salary structures: pay ranges, midpoints, and bands.
- Pay progression and career pathing.
- Practical exercise: Conducting a simple job evaluation.

Day 3

Market Pay and Benchmarking

- Sources of compensation data and salary surveys.
- Analysing market competitiveness.
- Pay positioning strategies (lead, lag, match market).
- Balancing internal vs external equity.
- Case study: Designing a competitive pay scale.

Day 4

Employee Benefits and Rewards

- Types of employee benefits: statutory vs discretionary.
- Health insurance, retirement plans, allowances, and perks.
- Flexible benefits and cafeteria plans.
- Linking benefits to employee engagement and retention.
- Global trends in compensation and benefits.

Day 5

Implementation, Communication, and Compliance

- Pay policy development and documentation.
- Legal and ethical considerations in compensation.
- Communicating pay and benefits to employees.
- Managing employee expectations and addressing pay concerns.
- Designing a pay and benefits framework for a sample organisation.

Register or ask about this course online
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