



*Derek Hendrikz Consulting Presents:*

# **Compensation & Benefits Management**

## **About the workshop:**

The employee compensation and benefits training programme is an introductory workshop that aims to familiarise participants with key concepts such as job analysis, human performance, total rewards strategy, employee compensation and benefits package, policy as well as organisational culture. On completion of the programme participants should be able to make meaningful contributions towards a total rewards strategy and should be able to develop an individual employee compensation package.

## **The Workshop Mission:**

On completion of this workshop the participant should be able to contribute effectively to the development and establishment of an employee compensation and benefit package.

## **Workshop Objectives:**

Participants will achieve the workshop outcome by being able to:

- Understand the role and function of employee compensation and benefits planning
- Understand and apply the employee compensation and benefits process
- Effectively participate in job analysis
- Understand the basic concepts of human performance
- Effectively participate in the development of a total rewards strategy
- Effectively participate in the development of an employee compensation package
- Effectively participate in the development of an employee compensation and benefits policy
- Understand the basic concepts of organisational culture

## **Training methodology:**

The methodology is based on interactive learning, i.e. learners will learn by doing. Furthermore learners will use examples from their own organisations, thus ensuring that the learning is anchored at their workplace.

As with all DHC training programmes, we strive to effect actual change back at the workplace through effective and practical outcomes based training.

**Programme:**

Time:	Day 1:	Day 2:
08:00-08:30	Administrative Matters	Open Window
08:30-10:00	Introduction to Compensation Planning	Total Rewards Strategy
10:00-10:15	<i>Convenience Break</i>	
10:15-11:45	The employee compensation & benefits process	Developing the compensation package
11:45-12:45	<i>Lunch</i>	
12:45-14:15	Job analysis & HR planning	Working with compensation & benefits policy
14:15-14:30	<i>Convenience Break</i>	
14:30-16:00	Understanding human performance	Workplace culture & motivation

**Who should attend?**

- Managers on all levels.
- HR Managers & Supervisors.
- Personnel practitioners.
- Union representatives.
- Any person who is interested in the art of human resource management.

**Day 1:*****Introduction to Compensation & Benefits Planning:***

- Employee benefits vs. employee compensation
- Understanding the concept of 'fair' employee compensation
- Types of compensation and forms of benefits
- Equity-based compensation
- Risks related to employee benefits and compensation
- Internal and external influences to employee benefits and compensation

***The Employee Compensation & Benefits Process:***

- Various Compensation & benefits models
- The HR process
- Understanding the purpose of employee compensation and benefits
- Understanding the objectives of employee compensation and benefits
- Unpacking basic assumptions on employee compensation and benefits

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***Job Analysis & HR Planning:***

- Relating job description to organisational outcomes
- Linking job competencies to key performance areas
- Linking key performance areas to key performance indicators
- Measuring employee performance

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***Understanding Human Performance:***

- Relating human ability to employee motivation
- The psychological contract vs. the formal contract.
- Feedback systems.
- Linking PM to organisational objectives.
- The performance management process demystified.

**Day 2:**

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***Total Rewards Strategy:***

- Defining 'total rewards'
- Developing the total rewards dimensions
- Measuring rewards against organisational expectations
- Understanding and defining the employee value exchange

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***Developing the Compensation Package:***

- Money as motivational factor.
- Payment structures.
- Performance based remuneration.
- Compulsory & non-compulsory benefits.
- Linking the individual compensation package to the total rewards strategy

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***Working with Compensation & Benefits policy:***

- The scope of compensation and benefits policy.
- The policy development process.
- Developing the policy brief.
- Ensuring the implementation of a compensation and benefits policy.

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**Workplace Culture & Motivation:**

- Relating individual beliefs and values to organisational culture
- Understanding the defining factors and manifestations of organisational culture
- The culture forming process
- Relating human diversity to collective identity
- Working with organisational assumptions and behaviour

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**Beyond Comparison!**