



*Training Course:  
Salary Structure Essentials: Building a Solid  
Foundation*

*23 - 27 September 2024  
Kuala Lumpur (Malaysia)  
Royale Chulan Kuala Lumpur*

## Training Course: Salary Structure Essentials: Building a Solid Foundation

Training Course code: HR1948 From: 23 - 27 September 2024 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur Training Course Fees: 5250 € Euro

### Introduction:

Welcome to the Salary Structure Essentials training program, designed by Global Horizon Training Center. This comprehensive program aims to provide participants with a solid foundation in understanding and creating effective salary structures within organizations. By exploring key concepts, methodologies, and best practices, participants will gain the necessary knowledge and skills to design fair and competitive compensation systems.

### Objectives:

- Understand the importance of salary structures in attracting and retaining talent.
- Explore different components and elements of a well-designed salary structure.
- Learn various methodologies and approaches to determine job grades and salary ranges.
- Identify strategies for aligning salary structures with organizational goals and market trends.
- Gain insights into the legal and ethical considerations when developing salary structures.
- Develop practical skills to analyze, design, and implement salary structures within their organizations.

### Methodology:

The training program will incorporate a dynamic and interactive learning approach to maximize participant engagement and knowledge retention. The program will utilize a variety of instructional methods, including:

- Lectures: In-depth presentations by subject matter experts to introduce key concepts and theories.
- Case Studies: Real-world scenarios and examples to facilitate practical application of concepts.
- Group Discussions: Collaborative sessions to encourage peer learning and the exchange of ideas.
- Hands-on Exercises: Practical activities and simulations to enhance participant skills and understanding.
- Q&A Sessions: Opportunities for participants to seek clarification and address specific concerns.
- Resource Materials: Comprehensive handouts, reference guides, and online resources for further learning.

## Target Audience:

This training program is suitable for HR professionals, compensation and benefits specialists, managers, supervisors, and anyone involved in designing or administering salary structures within their organizations. The program is designed to accommodate participants at various levels of experience and expertise in the field of compensation.

## Outlines:

### Day 1:

#### Introduction to Salary Structures

- Importance and benefits of effective salary structures
- Overview of compensation philosophy and strategy
- Key components of a salary structure
- Legal and regulatory considerations

### Day 2:

#### Job Analysis and Evaluation

- Conducting job analysis and job descriptions
- Job evaluation methods and systems
- Developing job grading criteria
- Assessing internal equity and external competitiveness

### Day 3:

#### Salary Surveys and Market Data

- Introduction to salary surveys and market data sources
- Analyzing and interpreting market data

- Benchmarking and establishing salary ranges
- Addressing regional and industry-specific variations

Day 4:

#### Designing and Implementing Salary Structures

- Defining salary bands and pay grades
- Determining salary differentials and progression
- Considering factors such as performance, experience, and skills
- Communicating salary structures and policies to employees

Day 5:

#### Evaluating and Maintaining Salary Structures

- Evaluating the effectiveness and fairness of salary structures
- Conducting periodic salary reviews and adjustments
- Addressing salary compression and inversion issues
- Adapting salary structures to changing organizational needs and market trends

## Registration form on the Training Course: Salary Structure Essentials: Building a Solid Foundation

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

Telephone:  
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info@gh4t.com  
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