



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

*21 - 25 September 2026  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

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

Training Course code: HR1948 From: 21 - 25 September 2026 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

### Introduction

An effective salary structure is a cornerstone of any organization's ability to **attract, retain, and motivate talent** while maintaining internal fairness and external competitiveness. Inconsistent or poorly designed compensation systems often lead to employee dissatisfaction, turnover, and compliance risks.

This program, developed by **Global Horizon Training Center**, provides a comprehensive and practical foundation for designing, implementing, and maintaining **structured, equitable, and market-aligned salary frameworks**. Participants will explore compensation philosophies, job evaluation techniques, salary benchmarking, and pay structure design, while gaining hands-on experience in building salary models that support organizational strategy.

### Program Objectives

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

- Understand the strategic role of **salary structures in talent management**
- Identify key components of a **competitive compensation framework**
- Apply job evaluation methods to establish **internal equity**
- Analyze salary surveys and benchmark against **market data**
- Design structured salary bands and grading systems
- Ensure compliance with **legal and ethical compensation practices**
- Evaluate and continuously improve salary structures

### Target Audience

This program is suitable for:

- HR Professionals and HR Managers
- Compensation & Benefits Specialists
- Finance and Payroll Managers
- Organizational Development Professionals
- Line Managers involved in salary decisions
- Anyone responsible for designing or managing compensation systems

### Outline

### Day 1: Foundations of Salary Structures

- Introduction to compensation and salary structures
- Importance of structured pay systems in organizations
- Compensation philosophy and strategic alignment
- Components of total rewards salary, benefits, incentives
- Legal and regulatory considerations in compensation
- Ethical practices in pay management

### Day 2: Job Analysis & Job Evaluation

- Conducting job analysis and writing job descriptions
- Overview of job evaluation methodologies:
  - Ranking method
  - Point-factor method
  - Classification method
- Developing job grading frameworks
- Ensuring internal equity across roles
- Linking job value to compensation levels

### Day 3: Salary Benchmarking & Market Analysis

- Introduction to salary surveys and data sources
- Understanding market competitiveness
- Analyzing and interpreting compensation data
- Benchmarking roles against industry standards
- Adjusting for regional and sector-specific variations
- Building data-driven compensation decisions

### Day 4: Designing Salary Structures

- Creating salary bands and pay grades
- Defining minimum, midpoint, and maximum salary ranges
- Salary progression and pay movement strategies
- Factors influencing pay decisions performance, skills, experience
- Managing pay differentiation and fairness
- Communicating compensation structures to employees

### Day 5: Evaluation, Optimization & Sustainability

- Evaluating salary structure effectiveness
- Identifying and resolving salary compression and inversion
- Conducting periodic salary reviews and adjustments
- Aligning compensation with business changes and growth
- Best practices for maintaining competitive salary structures
- Final workshop: Designing a complete salary structure model

## 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: .....  
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 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: .....  
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### Payment Method

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

Telephone:  
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place.

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info@gh4t.com  
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