

Implement Compensation Management Processes (SFw HR)

Participants will be awarded the **Statement of Attainment** for **HRS-HRM-4012-1.1 Compensation Management** upon successful completion of the course.

Course Objective

The course will address the skills and knowledge required to develop, implement and maintain remuneration plans and processes across the organization. It covers benchmarking remuneration processes and reviewing the effectiveness of current remuneration processes.

Target Audience

Human resource managers and directors

Course Outline

➤ Develop compensation management processes

- Industry codes of practice related to compensation management
- Organisational policies and procedures impacting compensation requirements
- Models and methods for managing compensation systems
- Market trends and developments related to compensation management and processing
- Identify legal and regulatory requirements impacting compensation management activities
- Align compensation management activities with legal and regulatory requirements

➤ Implement compensation administration processes

- Engage stakeholders to obtain approval on compensation administration procedures
- Liaise with organizational departments to obtain compensation information
- Verify compensation calculations and documentation to audit anomalies

➤ Monitor and review effectiveness of compensation programmes and processes

- Formulate plans for annual reviews
- Develop processes and systems for gathering data and feedback on effectiveness of compensation programmes
- Review current compensation trends and practices
- Recommend improvements to compensation management processes

Methodology

It is a competency-based learning with assessment. Case studies, experiential learning, discussions & presentation, facilitation and sharing, critique & review.

- ❖ **50% Course Fee Subsidy, capped at \$15/hr (SC aged ≤ 39/SPR)**
- ❖ **90% Course Fee Subsidy, capped at \$50/hr (SC aged ≥ 40/ SMEs)**
- ❖ **Absentee Payroll 90% of hourly basic salary, capped at \$10/hr. Eligibility period: 1 May – 31 Dec 2020**

| SME | NON-SME | SELF-SPONSORED | Full Course Fee | Training Grant | Amount Payable |
|----------------|----------------|----------------|-----------------|----------------|-----------------|
| - All SC & SPR | - SC aged ≥ 40 | | \$609.90 | \$513.00 | \$96.90 |
| | - SC aged ≤ 39 | | \$609.90 | \$285.00 | \$324.90 |
| | - All SPR | | | | |

All prices stated are inclusive of 7% GST

SC : Singapore Citizen

SPR : Singapore Permanent Resident

: Not Applicable

SMEs : Defined as companies with:

(i) at least 30% local shareholding; AND

(ii) Group annual sales turnover of not more than \$100 million OR Group employment size of not more than 200 employees.

Funding Eligibility

In order to enjoy the funding, participants need to fulfill the following requirements:

1. Singapore Citizens or Permanent Residents (PR) of Singapore
2. Attain at least 75% course attendance
3. Successfully complete assessment & certified as competent
4. Has not enjoyed funding for the same course before.

Note: This course is equivalent to Implement and Evaluate Remuneration Programmes (HR-PRB-402E-1).

5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

Please refer to SNEF website for available dates

Duration : 3 days, 9am to 6pm (24 hours)

Course Venue : SNEF Corporate Learning Centre @ Tanglin

Register online at SNEF website www.snef.org.sg

Click on 'Training' and Course Category '**Human Resource / Industrial Relation**'

Enquiries:

Malar DID: 6827 6934 / Training hotline: 6827 6927

Email : malar@snef.org.sg / trg@snef.org.sg