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COURSE BROCHURE

Advanced Compensation and Benefits Management Training Course

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Registered in the United Kingdom and Saudi Arabia

Advanced Compensation and Benefits Management Training Course

Compensation and Benefits Management is a 2-week training course for compensation and benefits specialists, reward analysts and payroll-facing HR staff who run pay systems day to day, and each participant builds a salary structure and benefits costing workbook. Pay transparency expectations, tight labour markets and rising benefits costs now put every grading and pay decision under scrutiny. Jupiter Prime Training runs this course on Compensation and Benefits Management.

Why Compensation and Benefits Management Matters Now

Three pressures are reshaping reward operations: employees comparing pay openly and challenging grading decisions, finance teams pressing for tighter control of payroll and benefits spend, and scarce-skill markets that move faster than annual survey cycles. Organisations that run reward well keep pay competitive, defensible and affordable; those that run it badly face pay compression, unexplained gaps between similar jobs, budget overruns and avoidable resignations. The course builds on point-factor job evaluation, market pricing with salary survey data, pay range mechanics and the cost and turnover measures described in ISO 30414, the international guidelines for human capital reporting.

Who Gains Most from Compensation and Benefits Management

- Specialists who evaluate jobs and maintain the grading structure
- Analysts who price jobs against salary surveys and model pay ranges
- Practitioners who run the annual salary review and merit budget process
- Staff who administer allowances, medical cover and other benefits plans
- Payroll-facing HR officers who translate reward rules into accurate pay

A reward unit working alongside payroll gains most when both send members together, because grading, pricing and payment rules then follow one logic.

Compensation and Benefits Management Capabilities

The course turns reward specialists into analysts who can defend every grade, range and allowance with evidence.

- Apply a point-factor job evaluation method consistently across job families — grading committee
- Calculate market reference points from matched salary survey data — reward manager
- Design pay ranges with midpoints, spreads and progression rules — finance and line managers
- Build merit matrices for the annual salary review budget — executive approval
- Test pay equity across gender, grade and tenure groups — HR leadership and auditors
- Assess benefits cost trends and renewal options — finance director and employees

Key Compensation and Benefits Management Terms

- Job evaluation — a systematic method for ranking jobs by their relative size to place them in a fair grading structure.
- Pay range — the minimum, midpoint and maximum pay set for a grade, defining room for progression.
- Compa-ratio — an employee's pay divided by the midpoint of the range, showing position against the market reference.
- Market pricing — matching internal jobs to survey benchmarks to find the going rate for comparable roles.
- Merit matrix — a grid linking pay increases to performance rating and position within the pay range.
- Pay equity audit — a structured check that people doing work of equal value receive equal pay.

Compensation and Benefits Management Day by Day

Day 1: Reward Operations in Context

- Reward System Map — Links Between Grading, Pay and Benefits
- Labour Market Signals — Pressures on Scarce Skill Pay Rates
- Pay Transparency Trends — Implications for Pay Communication
- Reward Calendar — Timing of Surveys, Reviews and Renewals
- Reward Policy Audit — Gaps Between Written Rules and Practice

Day 2: Job Evaluation Methods

- Point-Factor Evaluation Scheme — Weighting of Knowledge, Impact and Accountability
- Job Ranking and Classification — When Simpler Methods Suffice
- Evaluation Panel Practice — Consistent Scoring Across Evaluators
- Job Family Architecture — Career Levels Across Functions
- Evaluation Appeals Process — Handling Challenges to Grade Outcomes

Day 3: Grading Structures

- Grade Boundary Setting — Points Breaks Between Grades
- Broadband Versus Narrow Grade Structures — Flexibility Against Control
- Dual Career Ladders — Specialist and Managerial Progression
- Grade Drift Detection — Inflation Caused by Ad Hoc Upgrades
- Grading Structure Documentation — Rules Payroll Can Apply

Day 4: Salary Surveys and Market Pricing

- Survey Selection Criteria — Peer Groups, Sample Size and Method
- Job Matching Technique — Benchmark Fit and Level Adjustments
- Data Ageing and Blending — Current Market Reference Points
- Market Positioning Policy — Lead, Match or Lag Choices
- Scarce Skill Premiums — Targeted Supplements for Hard-To-Fill Roles

Day 5: Pay Range Design

- Midpoint Progression Between Grades — Smooth Structure Steps
- Range Spread Calculation — Room for Growth Within a Grade
- Compa-Ratio and Range Penetration — Individual Pay Positioning
- Red-Circle and Green-Circle Cases — Treatment of Outliers
- Salary Structure Costing — Budget Impact of New Ranges

Day 6: Allowances and Pay Components

- Allowance Inventory — Housing, Transport and Role-Based Payments
- Fixed Versus Variable Pay Mix — Cost Flexibility and Motivation
- Shift and Hardship Payments — Fairness Across Operational Sites
- Overtime and Premium Pay Rules — Control of Recurring Costs
- Payroll Interface Checks — Accuracy From Reward Rules to Payslips

Day 7: Benefits Administration

- Benefits Plan Inventory — Medical, Life, Leave and Savings Plans
- Eligibility Rules by Grade — Consistency and Exception Handling
- Insurance Renewal Negotiation — Claims Experience and Premium Trends
- Flexible Benefits Options — Employee Choice Within a Cost Envelope
- Benefits Communication Statement — Visibility of Total Package Value

Day 8: Annual Salary Review Cycle

- Merit Budget Modelling — Affordability Against Market Movement
- Merit Matrix Construction — Increases by Rating and Compa-Ratio
- Promotion Increase Guidelines — Consistent Treatment of Grade Moves
- Manager Review Packs — Guidance for Pay Decisions
- Calibration Sessions — Challenging Outlier Recommendations

Day 9: Pay Equity and Cost Control

- Pay Equity Audit Method — Equal Pay for Work of Equal Value
- Regression Testing of Pay Gaps — Explained and Unexplained Differences
- Remediation Planning — Phased Correction of Unjustified Gaps
- Payroll and Benefits Cost Dashboard — Spend Against Budget
- Reward Cost Measures in ISO 30414 — Reporting Workforce Costs Internally

Day 10: Practising the Salary Structure and Benefits Costing Workbook

- Job Evaluation Results Applied — Grades for Sample Job Families
- Market Pricing Applied — Reference Points for Each Grade
- Merit Matrix Applied — Salary Review Scenarios and Costs
- Peer Review of Range Design — Challenge on Spreads and Positioning
- Salary Structure and Benefits Costing Workbook — Final Version for Approval

Applying Compensation and Benefits Management After the Course

- Run a compa-ratio and range penetration report for one job family and present outliers with red-circle or green-circle recommendations to the reward manager.
- Carry out a pilot pay equity audit on two grades using the regression method and share the explained and unexplained gaps with HR leadership.

Compensation and Benefits Management Questions FAQ

What is Compensation and Benefits Management and why does it matter now?

Compensation and Benefits Management is the operation of grading, pay ranges, allowances and benefits so pay stays fair, competitive and affordable. It matters now because pay transparency, tight skill markets and rising benefits costs expose weak reward systems quickly.

Which roles gain most from Compensation and Benefits Management training?

Compensation and benefits specialists, reward analysts and payroll-facing HR staff gain most. You benefit if you evaluate jobs, price roles against surveys, run salary reviews or administer benefits plans and allowances.

How does Compensation and Benefits Management differ from a reward strategy course?

It concentrates on running reward systems rather than setting reward philosophy. A reward strategy course addresses incentive design and executive pay; this one builds the evaluation, pricing, range and benefits mechanics that specialists operate every cycle.

What do you bring back from Compensation and Benefits Management training?

You bring back a salary structure and benefits costing workbook built on sample job families from your own organisation. You also return with job evaluation, market pricing, merit matrix and pay equity methods ready for your next review cycle.

Compensation and Benefits Management: The Way Forward

The salary structure and benefits costing workbook is the work product participants bring home. Its first use is to inform the next annual salary review budget, a decision taken by the reward manager with finance. After that cycle closes, the workbook is worth revisiting with fresh survey data and pay equity results to see whether ranges still match the market.