

Compensation and Benefits

About the Workshop

This workshop guides participants in the process of designing a proper salary structure through leading a job analysis initiative and conducting a salary survey.

Learning Objectives

Upon completion of workshop participants will be able to:

- Define the elements of the employee's salary
- List typical employee benefits
- Undergo a job evaluation initiative
- Conduct a salary survey
- Design a simple salary structure

Target Audience

This course will appeal to a wide range of audiences and is intended for HR specialists.

Topics Covered

1. **The compensation and benefits strategy**
 - a. Internal and external equity
 - b. Entitlement culture versus performance culture
2. **The employee salary**
 - a. Basic salary
 - b. Other
3. **Employee benefits**
 - a. Benefits according to the Lebanese code of labor
 - b. Additional benefits
4. **Job evaluation methods**
 - a. Ranking method
 - b. Classification method
 - c. Point method
5. **Salary surveys**
 - a. Salary survey methodology
 - b. Identification of benchmark jobs
 - c. Interpretation of salary survey results
6. **Salary structures**
 - a. Traditional salary structures versus broad banding
 - b. Steps for building a salary structure

Methodology

- Learning Concepts/Presentations
- Group Activities and Discussions
- Tips and Tools
- Individual and Team Exercises
- Role Plays/Case Studies
- Educational Videos
- Action Plan to ensure Application of the Learning

Duration: 12 hours