

COMPENSATION & REWARD MANAGEMENT

“Designing Fair, Competitive, and Performance-Driven Pay Structures to Attract and Retain Talent”

Schedule

Date	Venue	Fees
26 - 27 Feb 2026	Kuala Lumpur, Malaysia	USD 1995 per delegate
04 - 05 Mar 2026	Doha, Qatar	USD 1995 per delegate

Introduction

Compensation and reward systems are among the most powerful tools an organization has to influence behavior, drive performance, and retain top talent. In a competitive labor market and rapidly changing business environment, designing an equitable, compliant, and motivational compensation structure is both a strategic priority and a business necessity.

This 2-day intensive course provides HR professionals and business leaders with the principles and tools needed to develop, manage, and evaluate compensation and reward frameworks. From job evaluation and market benchmarking to incentive design and pay equity, the course offers practical strategies to ensure rewards align with organizational goals and employee performance.

Objectives

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

- Understand the core principles of compensation and reward management
- Design base pay structures using job evaluation and market data
- Develop short-term and long-term incentive plans
- Ensure internal equity, external competitiveness, and legal compliance
- Align total rewards with business strategy and workforce priorities

Why Attend

- Learn how to structure compensation systems that drive performance and retention
- Avoid pay inequities and compliance pitfalls through structured evaluation
- Improve your organization's ability to compete for top talent
- Gain hands-on experience in job grading, salary benchmarking, and incentive design
- Support strategic workforce planning with reward insights

Target Audience

This program is designed for:

- HR professionals and compensation specialists
- Talent management and total rewards professionals
- Line managers involved in pay decisions
- Organizational development and workforce planning teams
- Business leaders shaping performance and retention strategies

Individual Benefits

Key competencies that will be developed include:

- Compensation structure design and job evaluation methodology
- Data analysis and benchmarking for market competitiveness
- Development of performance-linked pay systems
- Understanding of regulatory, tax, and equity considerations
- Enhanced ability to engage and retain employees through rewards

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- More effective and equitable compensation practices
- Enhanced alignment between rewards and performance goals
- Reduced turnover and stronger talent attraction strategies
- Greater compliance with labor laws and internal pay policies
- Improved employee engagement and organizational commitment

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Compensation philosophy, job analysis, and pay structures
- Case Studies – Real-world examples of pay design, success, and challenges
- Workshops – Job evaluation, salary scale creation, and bonus scheme modeling
- Peer Exchange – Industry benchmarking and reward trends
- Tools – Job grading templates, market pricing calculators, incentive design checklists

Course Outline

DETAILED 2-DAY COURSE OUTLINE

Training Hours: 07:30 AM – 03:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

- Day 1: Compensation Strategy and Structure Design**
- Module 1: Introduction to Total Rewards (07:30 – 09:30) • Components of compensation: base pay, variable pay, benefits • Linking compensation to organizational strategy • Principles of fairness, consistency, and transparency
 - Module 2: Job Evaluation and Grading (09:45 – 11:15) • Job analysis and classification techniques • Point factor and ranking methods • Designing internal grading systems
 - Module 3: Market Benchmarking and Pay Positioning (11:30 – 01:00) • Salary surveys and benchmarking sources • Comparing internal pay with market practices • Adjusting structures for competitiveness
 - Module 4: Workshop – Job Grading and Pay Band Design (02:00 – 03:30) • Teams develop a sample job grading and salary structure
- Day 2: Incentives, Pay for Performance, and Compliance**
- Module 1: Designing Incentive Plans (07:30 – 09:30) • Types: bonuses, sales incentives, profit-sharing, LTIs • Setting performance targets and payout criteria • Aligning incentives with strategic KPIs
 - Module 2: Pay Equity, Compliance, and Communication (09:45 – 11:15) • Pay equity audits and legal compliance • Gender and role-based pay analysis • Communicating compensation programs to employees
 - Module 3: Total Rewards Strategy Integration (11:30 – 01:00) • Aligning benefits, development, and recognition with pay • Compensation trends and future directions • Linking rewards to employer branding and EVP
 - Module 4: Final Workshop – Compensation Plan Simulation (02:00 – 03:30) • Teams present a full reward strategy proposal

Certification

Participants will receive a Certificate of Completion in Compensation & Reward Management, confirming their ability to design, evaluate, and administer effective compensation strategies that align with business goals and employee value.

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