

## COMPENSATION, BENEFIT ADMINISTRATION & REWARD MANAGEMENT

*“Compensation, Benefit Administration & Reward Management”*

### Schedule

| Date             | Venue      | Fees                  |
|------------------|------------|-----------------------|
| 27 – 28 Aug 2026 | Dubai, UAE | USD 1995 per delegate |

► **Available delivery methods:** Face-to-Face & Online Training

### Introduction

This intensive 2-day program provides HR professionals with advanced knowledge and practical tools for designing and managing compensation, benefits, and reward systems. Participants will explore the latest trends, best practices, and legal considerations in compensation strategy, helping organizations attract, retain, and motivate top talent.

The course combines case studies, workshops, and expert insights to deliver a comprehensive understanding of how effective reward systems drive employee engagement and organizational performance.

### Objectives

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

- Understand key principles of compensation and benefits management
- Develop competitive and fair salary structures and incentive programs
- Align reward systems with organizational goals and performance outcomes
- Manage legal and compliance issues in compensation and benefits
- Evaluate and improve existing reward strategies for maximum impact

## Why Attend

- Stay updated on global compensation and benefits trends
- Learn practical techniques for designing effective reward systems
- Improve employee satisfaction and retention
- Ensure compliance with local and international labor laws
- Gain hands-on experience through real-world exercises and case studies

## Target Audience

This program is designed for:

- HR managers, compensation and benefits specialists
- Payroll managers and HR generalists
- Organizational development and HR strategy professionals
- Line managers involved in reward decisions
- Anyone responsible for designing or managing compensation programs

## Individual Benefits

Participants will develop:

- Advanced skills in salary benchmarking and job evaluation
- Competence in managing bonus, incentive, and recognition programs
- Knowledge of employee benefits packages and administration
- Ability to align rewards with performance and business strategy
- Confidence to handle compensation-related negotiations and communications

## Organizational Benefits

Organizations will gain:

- Stronger alignment between pay and performance
- Enhanced employee engagement and retention
- Competitive advantage in attracting top talent
- Reduced legal risks through improved compliance
- More effective and cost-efficient reward strategies

## Instructional Methodology

The course will feature:

- Expert-led strategy briefings
- Real-world case studies and benchmarking examples
- Hands-on workshops and group exercises
- Practical tools, templates, and frameworks
- Peer exchange and collaborative learning

## Course Outline

### Detailed 2-Day Course Outline

**Training Hours:** 7:30 AM – 3:30 PM **Daily Format:** 3 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

#### Day 1: Foundations of Compensation and Benefits

- Module 1: Introduction to Compensation Strategy (07:30 – 09:30)
  - Defining compensation and total rewards
  - Trends and challenges in compensation management
  - Aligning rewards with organizational goals
- Module 2: Designing Salary Structures and Pay Scales (09:45 – 11:15)
  - Job analysis, evaluation, and salary benchmarking
  - Developing internal equity and external competitiveness
  - Managing pay grades, ranges, and progression
- Module 3: Benefits and Incentive Programs (01:00 – 03:30)
  - Overview of employee benefits (healthcare, retirement, leave, etc.)
  - Structuring bonus and incentive plans
  - Recognition and non-monetary rewards

#### Day 2: Advanced Reward Management and Compliance

- Module 4: Linking Pay to Performance (07:30 – 09:30)
  - Performance-based pay systems
  - Managing merit increases, promotions, and adjustments
  - Communicating reward strategies to employees
- Module 5: Legal and Compliance Considerations (09:45 – 11:15)
  - Labor laws and regulatory issues in compensation
  - Ensuring fairness and avoiding discrimination
  - Managing compliance across multiple jurisdictions
- Module 6: Evaluating and Improving Reward Programs (01:00 – 03:30)
  - Assessing effectiveness of current compensation systems
  - Using analytics and feedback to refine strategies
  - Preparing an action plan for implementation

## Certification

Participants will receive a Certificate of Completion in Compensation, Benefit Administration & Reward Management, validating their expertise in strategic compensation practices, benefit administration, and reward system design.

## Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
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Interested in running this course for your team?

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