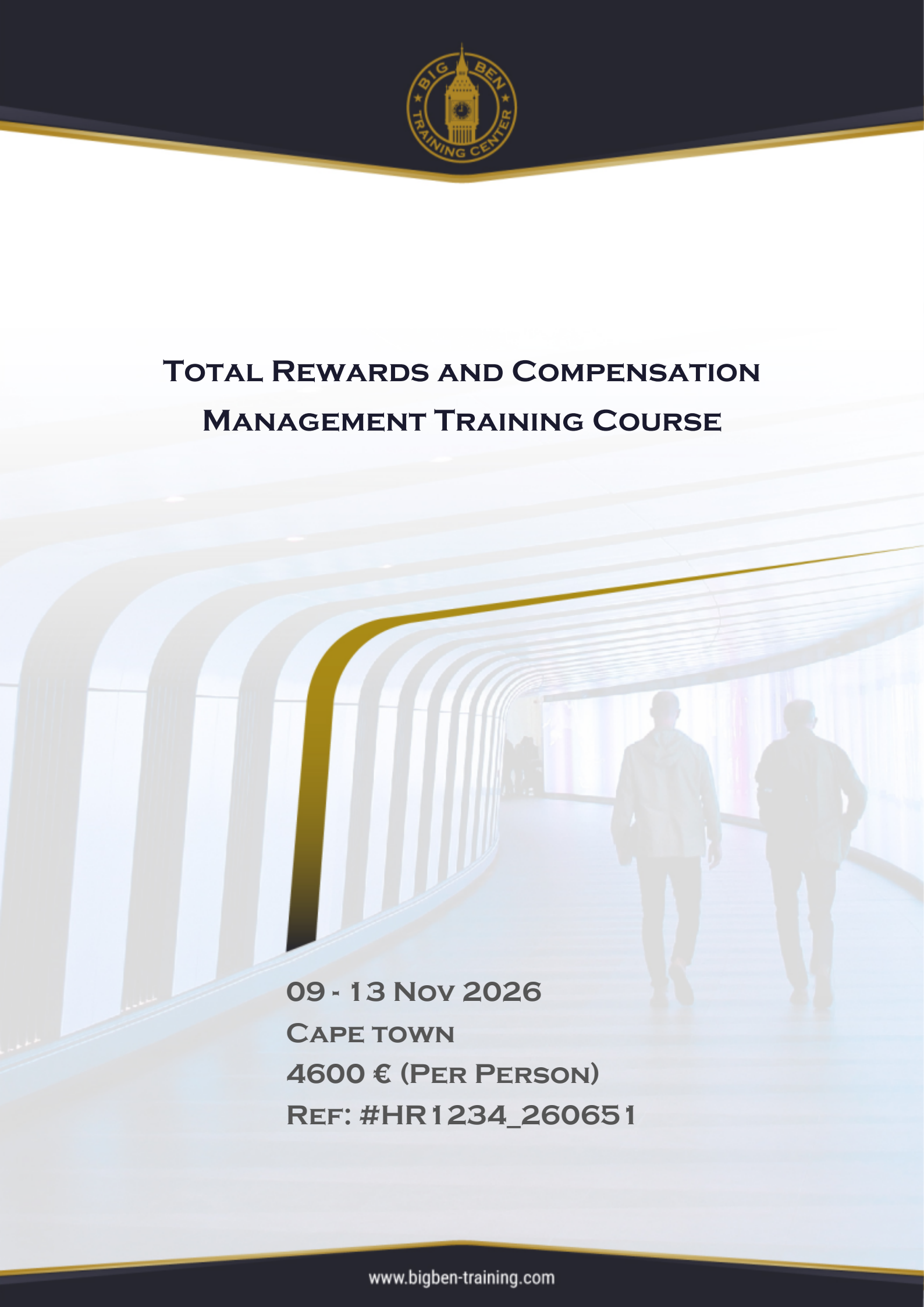
Total Rewards and Compensation Management Training Course



09 - 13 Nov 2026

Cape town

4600 € (Per Person)

Ref: #HR1234_260651

Course Introduction / Overview:

This comprehensive course provides a deep dive into the strategic design and administration of modern compensation and benefits systems. Moving beyond traditional salary management, the curriculum embraces the holistic concept of Total Rewards, a framework that combines compensation and benefits with personal and professional growth opportunities in a motivating work environment. As detailed by renowned authors George T. Milkovich and Jerry M. Newman in their seminal work "Compensation", an effective reward system is a critical lever for achieving organizational goals. This program, offered by BIG BEN Training Center, is meticulously designed to equip participants with the skills to develop a compelling employee value proposition (EVP) that attracts, retains, and motivates top talent. We will explore everything from establishing a coherent compensation philosophy and conducting rigorous job evaluations to designing innovative incentive plans and ensuring full legal compliance. Participants will gain the expertise to build and manage reward management systems that are not only competitive and equitable but also strategically aligned with business objectives, fostering a high-performance culture.

Target Audience / This training course is suitable for:

- Human Resources Managers and Directors.
- Compensation and Benefits Specialists, Analysts, and Managers.
- HR Business Partners and Generalists.
- Talent Acquisition and Management Professionals.
- Small Business Owners and Entrepreneurs.
- Finance Managers involved in payroll and budgeting.
- Senior Leaders and Department Heads seeking to understand reward strategies.
- Consultants specializing in human capital and organizational effectiveness.

Target Sectors and Industries:

- Information Technology and Telecommunications.
- Banking, Finance, and Insurance Services.
- Healthcare and Pharmaceutical Industries.
- Manufacturing and Engineering.
- Retail and Consumer Goods.
- Hospitality and Tourism.
- Oil and Gas Sector.
- Governmental and Public Sector Organizations.
- Non-Profit and Educational Institutions.

Target Organizations Departments:

- Human Resources Department.
- Finance and Accounting Department.
- Executive and Senior Management.
- Strategic Planning Department.
- Legal and Compliance Department.
- Operations Management.
- Sales and Marketing Departments.

Course Offerings:

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

- Develop a strategic total rewards philosophy aligned with organizational culture and goals.
- Conduct thorough job analysis and evaluation using various established methodologies.
- Design and implement equitable and competitive base pay structures through salary benchmarking.
- Administer a diverse portfolio of employee benefits, including healthcare and retirement plans.
- Create effective short-term and long-term incentive plans that drive performance.
- Manage complex executive and sales compensation packages.
- Ensure reward practices comply with key legal and regulatory requirements.
- Communicate compensation and benefits programs effectively to the workforce.
- Utilize compensation analytics to inform strategic decision-making and ensure pay equity.
- Evaluate and integrate new technologies in benefits and compensation administration.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be immersive, practical, and highly interactive, ensuring that participants can immediately apply their learning in a real-world context. We move beyond theoretical lectures to a hands-on approach centered on experiential learning. The course incorporates detailed case studies of real companies, allowing participants to analyze complex compensation challenges and develop strategic solutions. Through collaborative group workshops and team-based exercises, attendees will practice skills such as designing pay structures and developing incentive plans. Interactive sessions, facilitated by our expert instructors, encourage open discussion, peer-to-peer learning, and the sharing of diverse industry experiences. Participants will receive constructive feedback throughout the program to refine their understanding and approach. This blended learning environment, combining expert instruction with practical application and collaborative problem-solving, ensures a deep and lasting mastery of total rewards management principles and practices.

Course Agenda (Course Units):

Unit One: Foundations of Total Rewards Strategy

- Introduction to the Total Rewards model and its strategic importance.
- Developing a compelling compensation philosophy.
- Understanding the components of the Employee Value Proposition (EVP).
- The link between rewards, employee engagement, and business performance.
- Internal alignment versus external competitiveness in pay.
- Key psychological theories of motivation and reward.
- The role of the Compensation and Benefits Specialist in the organization.

Unit Two: Designing and Managing Base Pay Systems

- The process of job analysis and writing effective job descriptions.
- Quantitative and non-quantitative job evaluation methods.
- Conducting market analysis and using salary surveys effectively.
- The fundamentals of job pricing and market positioning.
- Designing and building robust salary structures and pay grades.
- Managing pay progression, merit increases, and cost-of-living adjustments.
- Addressing issues of pay compression and internal equity.

Unit Three: Comprehensive Employee Benefits Administration

- An overview of mandatory and voluntary employee benefits.
- Designing and managing health, dental, and vision insurance plans.
- Understanding different types of retirement plans (e.g., 401(k), pension plans).
- Implementing and promoting employee wellness programs.
- Managing paid time off, leave of absence, and flexible work arrangements.
- The role of benefits technology in modern administration.
- Communicating the value of the benefits package to employees.

Unit Four: Variable Pay, Incentives, and Executive Compensation

- Designing effective short-term incentive (STI) and bonus plans.
- Understanding long-term incentives (LTIs) like stock options and equity compensation.
- Developing competitive sales compensation and commission plans.
- The power of non-monetary rewards and employee recognition programs.
- Key components of executive compensation packages.
- Principles of performance-based pay systems.
- Aligning incentive design with individual, team, and company performance.

Unit Five: Governance, Communication, and the Future of Rewards

- Ensuring legal compliance in compensation (e.g., FLSA, Equal Pay Act).
- Conducting pay equity audits to identify and remedy disparities.
- Developing a strategic reward communication plan.
- Using compensation analytics and metrics for decision-making.
- The impact of globalization on compensation and benefits.
- The role of AI and automation in reward management systems.
- Future trends in total rewards and preparing for the workforce of tomorrow.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

How can an organization's total rewards strategy be dynamically adjusted to attract and retain a multi-generational workforce with evolving expectations?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself by adopting a deeply strategic and integrated perspective on reward management, moving beyond the operational mechanics of payroll and benefits administration. While other programs may focus on isolated components, our curriculum is built around the holistic Total Rewards framework, teaching participants how to align every element of compensation, benefits, and work-life programs with the overarching business strategy. We place a significant emphasis on practical application and critical thinking through the extensive use of real-world case studies and simulation exercises, ensuring that learning is not merely theoretical but directly transferable to the participant's workplace. Furthermore, the course content is forward-looking, addressing contemporary challenges and future trends such as pay equity analytics, the impact of AI on compensation, and strategies for engaging a diverse, multi-generational workforce. The focus is on developing strategic architects of reward systems, not just administrators, empowering them to build a compelling employee value proposition that drives sustainable organizational success.