TRAINING OUTLINE

COURSE TITLE	Design Competitive Pay Structure : To Attract, Promote, Retain Talents
DURATION	1 day

Introduction

Compensation is critical for attracting and retaining talent. Paying at market level helps avoid two risks: overpaying, which raises costs, and underpaying, which increases turnover. Without proper job and pay structures, organizations may face pay inequities—such as employees in similar roles earning significantly different salaries—leading to dissatisfaction, demotivation, and attrition.

A well-designed job and pay structure ensure fairness, competitiveness, and internal equity. This one-day course addresses common compensation challenges, covering job evaluation, building job and pay structures, assessing market competitiveness, and resolving internal and external pay gaps.

Training Objective

At the end of this workshop, the participants are expected to be able to appropriately and independently:

- Conduct job evaluation
- Conduct job analysis
- Create comprehensive job description
- Construct job structure.
- Construct pay structure.
- Conduct market pricing for competitiveness.
- Addressing internal and external pay inequity.
- Charting employee career path

Who Should Attend?

Department Heads, HR Executives, HR personnel or any personnel who is assigned to manage HR matters particularly employee's compensation.

Learning Methodologies

- Learning module
- Workbook
- Video
- Case study
- Simulation

Course Content

Module 1: Determine Relative Value and Worth of Different Jobs (2.0 hours)

- Job evaluation methods
- Job analysis
- Job descriptions

Module 2: Design Job and Pay Structure (2.5 hours)

- Constructive job structure
- Constructing pay structure

Module 3: Equity analysis (2.0 hours)

- External equity
- Internal equity
- Addressing internal and external inequity

Module 4: Application of Job and Pay Structure (0.5 hour)

- For staffing
- For career pathing (promotion)