TRAINING OUTLINE

COURSE TITLE	Compensation and Benefits
DURATION	1 Day

Introduction

An effective compensation and benefits strategy is essential for attracting, motivating, and retaining talented employees while ensuring compliance with Malaysian employment laws and statutory requirements. This course provides participants with a comprehensive understanding of compensation management, employee benefits, and reward systems in the Malaysian workplace. Participants will learn how to develop fair, competitive, and compliant compensation structures that support organisational goals and enhance employee satisfaction.

Training Objective

Upon completion of this course, participants will be able to:

- Understand the principles of compensation and benefits management, including statutory requirements and employee benefits in Malaysia.
- Design fair and competitive compensation and benefits programmes that support organisational objectives and employee engagement.
- Apply current trends and best practices to develop effective compensation and rewards strategies.

Who Should Attend?

Human resource managers and executives, compensation & benefits specialists, payroll managers and executives, HR business partners, finance and administration, personnel involved in employee remuneration, department heads and line managers.

Learning Methodologies

- Interactive presentations
- Group discussions
- Practical exercises and workshops
- Case studies based on Malaysian workplace scenarios
- Q&A sessions

Course Content

09:00am - 05:00pm

Module 1: Compensation in Malaysia

- Malaysian compensation practices
- Legal considerations

Module 2: Objectives of Compensation Management

- Purpose of compensation
- Internal and external equity
- Employee motivation and retention
- Pay competitiveness

Module 3: Gazetted Benefits in Malaysia

- Statutory employment benefits
- Annual leave, sick leave, maternity and paternity leave
- Public holidays
- Employment Act requirements

Module 4: Designing an Employee Benefits Program in Malaysia

- Types of employee benefits
- Benefit programme planning
- Cost versus value

Module 5: Retirement Benefits & SOCSO

- EPF overview, SOCSO benefits and employer obligations
- Employment Insurance System (EIS)
- Retirement planning considerations

Module 6: Employee Benefits for Expatriates

- Compensation considerations for expatriates
- Tax implications
- Relocation and housing benefits
- Medical and insurance coverage

Module 7: Supplemental Benefits in Malaysia

- Medical and healthcare benefits
- Insurance plans
- Wellness programmes
- Education and training benefits
- Work-life balance initiatives

Course Content

Module 8: Designing a Compensation System

- Job evaluation
- Salary structures and pay grades
- Market salary benchmarking
- Performance-based compensation

Module 9: Flexible Benefits Plan

- Principles of flexible benefits
- Employee choice and customisation
- Implementation strategies

Module 10: Trends and Initiatives in Compensation & Benefits

- Emerging compensation trends
- Total rewards strategy
- Digitalisation in compensation management
- Future outlook and best practices