

Preparing Wages, Salaries, Incentives and Promotion Systems

Course Objectives:

- Understand the principles, objectives, and components of compensation systems.
- Learn methods for evaluating jobs and creating structured, fair pay scales.
- Design performance-based and motivational incentive schemes.
- Build fair and transparent promotion systems that support career growth.
- Develop a practical plan to implement and sustain compensation systems.

Course Outline:

Module 1: Foundations of Compensation and Reward Systems

- Definitions: Wages, salaries, incentives, benefits, and promotions
- Strategic role of compensation in attracting and retaining talent
- Legal and ethical considerations in compensation
- Internal vs. external equity
- Overview of Total Rewards framework

Module 2: Job Evaluation and Salary Structure Design

- Job analysis and job descriptions
- Job evaluation methods (ranking, classification, point factor, etc.)
- Developing salary grades and pay ranges
- Market pricing and benchmarking
- Pay structure alignment with organizational goals

Module 3: Incentives and Variable Pay Systems

- Types of incentives: individual, group, and organizational
- Short-term vs. long-term incentive plans
- Key performance indicators (KPIs) and alignment with rewards
- Designing commission structures and bonus plans
- Risks and ethics in incentive design

Module 4: Promotion and Career Progression Systems

- Types of promotions: merit-based, seniority-based, fast-tracking
- Competency frameworks and promotion criteria
- Career path planning and succession planning
- Linking promotions with performance and development
- Addressing biases and promoting equity in advancement

Module 5: Implementation, Communication, and Continuous Review

- Compensation policy development and documentation
- Change management and stakeholder engagement
- Communication strategies for transparency and trust
- Monitoring and reviewing compensation effectiveness
- Adapting to economic changes, inflation, and workforce dynamics

Location	Cairo, London
Start Date	03 Aug 2025
End Date	07 Aug 2025