

COMPREHENSIVE COURSE IN COMPENSATION, BENEFITS & TOTAL REWARDS MANAGEMENT



GENTEX[®]
TRAINING CENTER



Introduction

Comprehensive Course in Compensation, Benefits & Total Rewards Management Training Course prepares HR professionals to design and manage reward systems that attract, motivate, and retain talent. Organizations depend on well-structured compensation and benefits programs to remain competitive and control labor costs effectively. This course guides participants through the full spectrum of total rewards, from base pay structures to benefits design and incentive planning. Furthermore, it examines how organizations align reward strategy with business goals while maintaining internal equity and external competitiveness. Participants will learn to build salary structures, conduct market benchmarking, and design effective incentive programs. As a result, they will leave equipped to manage total rewards strategies that support both employee satisfaction and organizational performance.

Comprehensive Course in Compensation, Benefits & Total Rewards Management Course Objectives

- Design salary structures using job evaluation and grading methods
- Apply market benchmarking techniques to ensure pay competitiveness
- Build total rewards strategies aligned with organizational goals
- Apply the Hay Group job evaluation method to grade positions
- Design short-term and long-term incentive programs
- Structure employee benefits packages that balance cost and value
- Apply pay equity analysis to identify and address disparities
- Build sales incentive and commission structures
- Design executive compensation packages within governance frameworks
- Evaluate total rewards program effectiveness using key metrics



Course Methodology

- Interactive lectures on compensation and benefits principles
- Case study analysis of total rewards strategies
- Hands-on workshops building salary structures and grades
- Group exercises on market benchmarking techniques
- Practical sessions on incentive program design
- Discussions on pay equity and compliance considerations
- Continuous Q&A throughout each session

Who Should Take This Course

- Compensation and benefits managers and specialists
- HR managers and HR business partners
- Total rewards and payroll professionals
- Organizational development practitioners
- Finance professionals involved in workforce budgeting
- Senior HR leaders overseeing reward strategy

Comprehensive Course in Compensation, Benefits & Total Rewards Management Course Outlines

Day 1: Foundations of Total Rewards Management

- Defining total rewards and its core components
- Linking reward strategy to organizational objectives
- Overview of internal equity and external competitiveness

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- Introduction to job evaluation methods
- Applying the Hay Group job evaluation method
- Legal and regulatory considerations in compensation
- Case study: organizations aligning rewards with strategy

Day 2: Building Salary Structures

- Conducting job analysis for grading purposes
- Designing salary grades and pay ranges
- Applying point-factor job evaluation techniques
- Structuring pay bands for career progression
- Managing salary compression and inversion issues
- Reviewing and updating salary structures periodically
- Workshop: building a sample salary structure

Day 3: Market Benchmarking and Pay Positioning

- Conducting market pricing and salary surveys
- Selecting appropriate compensation benchmarking sources
- Positioning pay against market percentiles
- Applying pay equity analysis to identify disparities
- Adjusting structures based on market data
- Communicating pay decisions to employees
- Practical exercise: benchmarking a sample role

Day 4: Incentives and Variable Pay

- Designing short-term incentive and bonus programs



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- Structuring long-term incentive plans for retention
- Building sales incentive and commission structures
- Aligning incentive metrics with performance goals
- Managing executive compensation within governance frameworks
- Evaluating incentive program cost-effectiveness
- Case discussion: designing an incentive program

Day 5: Benefits Design and Program Evaluation

- Structuring employee benefits packages
- Balancing benefits cost with employee value
- Designing flexible and voluntary benefits options
- Communicating total rewards value to employees
- Measuring total rewards program effectiveness
- Building a continuous improvement plan for rewards
- Final workshop: presenting a total rewards strategy

Conclusion

By successfully completing Comprehensive Course in Compensation, Benefits & Total Rewards Management, participants will have acquired practical skills in salary structuring, market benchmarking, incentive design, and benefits management. They will gain the ability to build competitive, equitable reward systems that support organizational goals. This Training Course, delivered by Gentex Training Center, prepares participants to manage total rewards strategies that strengthen talent attraction, retention, and performance.





FAQs

Q1 What is the "Comprehensive Course in Compensation, Benefits & Total Rewards Management" course about?

This course teaches participants how to design and manage compensation structures, benefits programs, and incentive plans. It covers building salary grades, benchmarking pay against the market, and aligning total rewards with organizational strategy.

Q2 What are the key benefits of the "Comprehensive Course in Compensation, Benefits & Total Rewards Management" course?

Participants gain the ability to design competitive, equitable pay structures and effective incentive programs. These benefits help organizations attract and retain talent, control labor costs, and maintain fairness across compensation decisions.

Q3 What skills will I gain from the "Comprehensive Course in Compensation, Benefits & Total Rewards Management" course?

Participants will gain skills in salary structuring, market benchmarking, incentive design, and benefits management. These four core skills enable HR professionals to build and manage comprehensive total rewards programs.



Q4 What tools, methods, or standards are covered in the "Comprehensive Course in Compensation, Benefits & Total Rewards Management" course?

The course covers the Hay Group job evaluation method, point-factor evaluation, market pricing surveys, and pay equity analysis. These tools give participants practical methods for building fair, competitive reward structures.

Q5 How is the "Comprehensive Course in Compensation, Benefits & Total Rewards Management" course applied in real-world practice?

Participants apply compensation methods to real scenarios, building salary structures, benchmarking roles, and designing incentive programs. These practices help organizations manage total rewards systems that are competitive, equitable, and cost-effective.