

## *Program Overview*

## *Certified Compensation and Benefits Manager*



**handover**

Efficiency ... from Hire to Retire

## Handover Consulting ...

*“Handover Consulting was initiated to partner with companies across the Middle East and provide them with unique and competitive consulting solutions to address their Recruitment and Human Resources challenges. Our team of specialists has been engaged with a number of multinational, regional, and local establishments and accordingly bring along solid operational and consulting capabilities in their areas of expertise.*

*Our vision for Handover Consulting is to become one of the leading and trusted consulting partners in Recruitment and Human Resources serving small, medium, and enterprise firms across the Middle East.*

*We would be honored to have the opportunity to be part of your successful future and for you to be part of our successful stories. We would love to provide you with more details on our services.*

*Please do not hesitate to contact us for further details or enquiries.”*

**Ali S. AlJa'bari**  
**Founder and CEO**



## Program Highlights ...

- **Program Overview:** The Certified Compensation and Benefits Manager (CCBM) program aims at educating and coaching (with practical examples) participants about different aspects related to Compensation and Benefits including introduction to components of Compensation Systems, approaches to Internal Equity (Job Evaluation), approaches to External Equity (Compensation Benchmarking), and Reward Systems. At the end of the program you will be able to build an effective and practical Compensation and Reward System for your own organization.
- **Simple Certification Process:** The program comprises of 2 days of training workshop on the concepts and approaches related to Compensation and Benefits. Afterwards, participants are requested to apply the learned concepts and approaches into a practical project which upon successful evaluation would qualify them with the internationally recognized title Certified Compensation and Benefits Manager (CCBM).
- **Delivered by HR SME Consultants:** The program is delivered by extensively experienced HR Consultants of **Middle Earth HR**, one of the largest specialist training, education and knowledge support companies for HR professionals worldwide and is considered to be the world's 7<sup>th</sup> largest HR Training firm.
- **International Accreditation:** The Certified Compensation and Benefits Manager (CCBM) certificate is internationally accredited by **Carlton Advanced Management Institute (CAMI)**, a global research body operating in the United States with the objective of conducting researches and development of special subjects in Human Resources.



## Advantages of the program ...

- **Comprehensive Course Material:** During the program you will be provided with a comprehensive information packed courseware which will be easy to re-use, reference, and share at the workplace or at home.
- **Networking Opportunity:** The program will be attended by many senior and junior HR professionals from various locations and industries. During the program, you will have the opportunity to network with these HR professionals and understand the type of Compensation issues and practices used in their environment.
- **Consulting Opportunity:** As the program will be delivered by extensively experienced HR Consultants, you will have the opportunity to discuss, consult, and relate to Compensation and Benefits issues at your work place and understand how such issues would be resolved.
- **Learning Best Practice Approaches:** Throughout the program, you will have the opportunity to learn various concepts related to Compensation and Benefits as well as best practice approaches on how to build an effective Compensation system.
- **Professional Branding:** After successfully completing the program, you will have the opportunity to brand yourself with the title Certified Compensation and Benefits Manager (CCBM).



## A simple and practical certification program ...

- The program is designed in a simple approach which ensures educating participants with the subject's concepts and best practices and testing their understanding through their successful completion of a practical project.

### Training Workshop

- 16 hours of training workshop (2 full training days).
- The Course Outline, highlighted in the next slide, will be delivered in the workshop
- Practical examples will be provided throughout the workshop.
- Team activities will be assigned.
- Best practice concepts and approaches related to Compensation and Benefits will be provided.

### Guided Project

- 2 to 3 project options will be provided at the end of the training workshop through which participants will reflect their understanding and ability to apply the concepts of the learned material.
- Participants need to submit the project within 60 days.
- Participants will be provided with sample projects for reference.



### Certified Compensation and Benefits Manager (CCBM)



## Course Outline to be delivered in the Training Workshop ...

- Below is the outline of the course that will be delivered during the Training Workshop:

Module 1 : Compensation and Benefits Environment		Module 2: Rewards and Basics of Compensation	Module 3: Building Internal Equity
<ul style="list-style-type: none"> <li>The environmental factors effecting compensation and benefits</li> <li>Government regulation and social security in compensation</li> <li>Social changes and demographics in compensation</li> <li>Changes in compensation due to collective bargaining</li> <li>Changes in the compensation administration due to outsourcing and globalization</li> </ul>		<ul style="list-style-type: none"> <li>Compensation basics</li> <li>Components of compensation system</li> <li>Equity theory</li> </ul>	<ul style="list-style-type: none"> <li>Job Description</li> <li>Establishing Internal Equity: Job Evaluation methods</li> <li>Using Job Rankings</li> <li>Creating Job Grading</li> <li>Creating Point Plans</li> <li>Hay Plan overview</li> </ul>
Module 4: Building External Equity	Module 5: Building Individual Equity	Module 6: Benefit Plans and Total Reward Planning	Module 7: Total Reward Planning
<ul style="list-style-type: none"> <li>Different aspects of establishing External Equity</li> <li>Salary Survey</li> <li>Designing Salary Surveys</li> <li>Periodicity of Salary Surveys</li> </ul>	<ul style="list-style-type: none"> <li>Performance Pay options</li> <li>Building Performance Pay systems</li> <li>Steps in introducing Pay for Performance system</li> <li>Pay for Performance: the Challenges</li> </ul>	<ul style="list-style-type: none"> <li>Benefit plans</li> <li>Mandated benefits</li> <li>Security/Insurance benefits</li> <li>Retirement benefits</li> <li>Time off related benefits</li> <li>Non-monetary perquisites</li> <li>Monetary perquisites</li> <li>Cafeteria plan/flexible benefit plans</li> </ul>	<ul style="list-style-type: none"> <li>Reward Planning</li> <li>Planning steps</li> <li>Components of Total Reward</li> </ul>



# The CCBM Program is delivered by extensively experienced HR Consultants ...



**Nirmala Garg**

*Principle Consultant – Middle Earth HR*

## Qualifications

- Bachelor of Science Degree in Chemistry
- Bachelor of Education degree in Child Psychology
- Postgraduate diploma degree in Industrial Relations and Welfare (HR, Personnel Management, Industrial Relations and Labor Welfare)
- Certified DiSC, a global behavior assessment tool

## Areas of Expertise

Nirmala has over 35 years of extensive experience in Human Resources spanning across Consulting as well as Operational Management roles and which were spent with multinational and large organizations within various industries. Nirmala's areas of expertise include:

- Compensation Surveys
- Compensation Systems Design
- Compensation Systems Assessment and Restructuring
- HR Strategic Planning
- HR Balanced Scorecards
- Competency Mapping and Assessment Centers
- Performance Management Systems
- Leadership and Talent Development

## Previous Roles

- HR Consulting Director, Ernst & Young
- Vice President of HR, Sutherland Global Services
- Vice President of HR, TATA Business Support Services
- Consulting Director, MindShare HR Consultancy
- Sr. Manager – Compensation, OMAM Consultants

## Delivered Programs with Middle Earth HR

- Certified Compensation and Benefits Manager (CCBM)
- Certified Organization Development Analyst (CODA)
- Certified HR Analytics and Metrics Professional (CHAMP)
- Certified HR Business Partner (CHRBP)
- Certified Recruitment Analyst (CRA)

## Memberships

- Accredited Trainer - National Institute for Entrepreneurship and Small Business Development
- Member – National HRD Network
- Member – Indian Society for Applied Behavioral Science
- Member & Participant – Haggai Institute for Advanced Leadership



## Details of the CCBM program to be hosted in Jordan ...

Below are the specific details for the program that will be delivered in Amman, Jordan:

### Program Schedule

The program will take place on 20 and 21 August 2017 (9 am – 6 pm) in Amman, Jordan. **(Seats are limited)**

### Program Fees

The fee for the Certified Compensation and Benefits Manager (CCBM) program is 1,000 USD (700 JOD). The program fee is inclusive of:

- Free pass to the workshop
- Participant folder with course material
- Tea/Coffee Breaks and Lunch available during workshop days
- A certificate accredited internationally by Carlton Advanced Management Institute (CAMI), USA

### Registration Form

Please complete this [Registration Form](#) and send it to us as early as possible to confirm your registration in the program.







## Contact us now

We would love to provide you with more details on the program. Please do not hesitate to contact us for further details or enquiries.

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[enquire@handover.consulting](mailto:enquire@handover.consulting)

<http://handover.consulting>

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