

## *Program Overview*

### *Certified Compensation and Benefits Manager*

## 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>



# Sample Concepts that will be discussed during the program ...

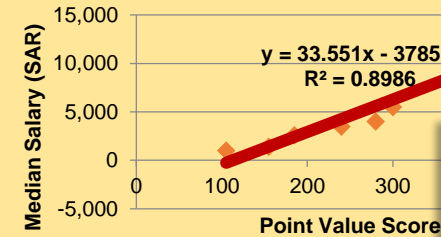
## Job Evaluation – Point Plan

### Compensable Factors Definition

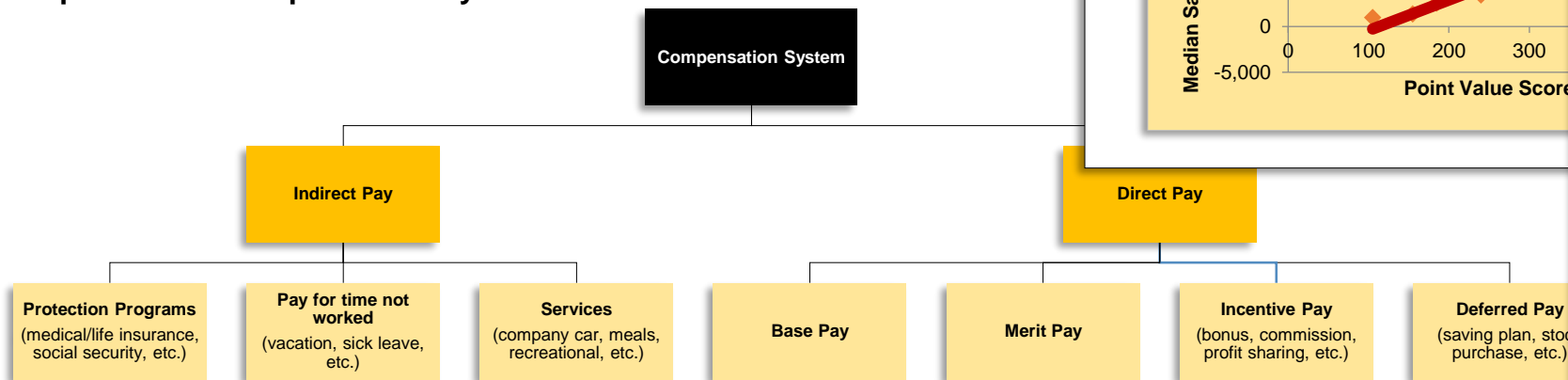
Degree Level	Degree Level Description – (Experience Factor)
1 <sup>st</sup> Degree	No prior work experience required.
2 <sup>nd</sup> Degree	Requires one to three years of related experience. Requires a working knowledge of standard practices and procedures.
3 <sup>rd</sup> Degree	Requires three to six years of related experience. Requires a working knowledge of standard practices and procedures.
4 <sup>th</sup> Degree	Requires more than six years, up to and including ten years of related experience. Requires working knowledge of specialized practices, equipment, and procedures.

	Education	Experience	Decision Making	Span of Control	Complexity of Res.	Contacts and Relations	Customer Service	Working Conditions	Score
General Manager	100	100	50	25	75	50	75	15	490
Sales Manager	80	80	40	20	60	40	75	10	405
Operations and Projects Manager	80	80	40	20	60	40	60	15	395
ITO Manager	80	80	40	20	60	40	45	5	370
Sales Engineer	80	80	40	20	60	40	45	10	300
Branch Manager	80	80	40	20	60	40	45	10	300
Proposals Development Specialist	80	80	40	20	60	40	45	5	295
							15	5	280
							30	20	255

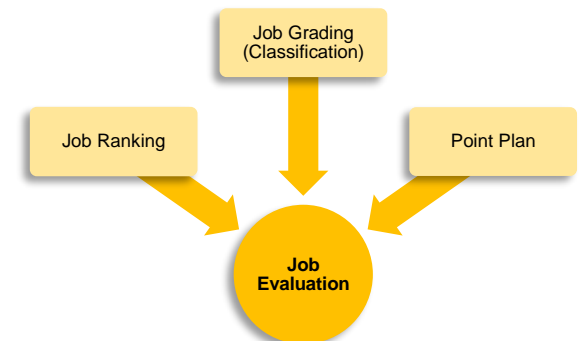
### Market Regression



### Components of Compensation Systems



### Job Evaluation Methods



## What Participants said about the CCBM program ...



***"It was a very beneficial program. Enhances the level of knowledge about the subject and establishes a clear and accurate way to build and apply a fair and effective C&B system."***

Mohammad Jameel  
Training and Development Manager, Arab Potash



***"Covered all parts of C&B processes clearly."***

Samia Abulaban  
Head of HR, Bank of Palestine



***"The program met my expectations and I enjoyed learning the methodologies and the Slope equation."***

Omar Musmar  
Organization Development Manager, MS Pharma



***"The program was very good and the instructor was very professional."***

Alaa Elayyan  
Compensation and Benefits Supervisor, Jordan River Foundation



***"Very good and useful material and the topics were fairly covered. I mostly enjoyed the exercises and the interaction among participants."***

Natasha Haddad  
Performance Management Supervisor, Jordan Ahli Bank



***"Concise and focused. The topics are very helpful for working professionals like us."***

Juancho Sanchez  
Assistant HR Director, Intercontinental Hotels Group



***"An excellent program. Learned a lot and gained valuable knowledge in Compensation & Benefits."***

Aisha Al Shareef  
Director Talent & Organizational Management, Dubai Holding Group



***"The program guided me to more knowledge in C&B field. It is totally comprehensive."***

Ashraf Alkhateeb  
Compensation and Benefits Analyst, SNC-Lavalin





## We offer flexible program delivery options ...

- We have designed two key delivery options for the program in order to be convenient to individuals as well as corporates.

Program Delivery Option	Schedule	Location/Venue	Pricing
<ul style="list-style-type: none"> <li>▪ <b>Company Specific Program:</b> in this option a company would be interested to have the program delivered specifically for their HR employees. A minimum of 5 attendees is a must.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The program can be scheduled as desired by the company and the duration can be extended as seemed suitable by the company.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The company will have the option to decide the location and venue in which the program will take place.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The pricing of the program will depend on the number of participants, and location and shall be negotiable.</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Public Program:</b> In this option the program is scheduled at a specific location and venue and any HR professionals will have the opportunity to register and attend the program.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The program will be delivered in 2 days as per the announced schedule.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The program will typically be hosted in a hotel as per the announced location and venue.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The price of the program will be inclusive of the training workshop, lunch during training days, and certification and shall be priced as announced.</li> </ul>





## 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.

Tel: +962 (6) 5335420, Mobile: +962 79 5066371

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

<http://handover.consulting>

**handover**

Efficiency ... from Hire to Retire