

Reward and Talent Management Workshops

Averile Ryder Reward Specialists

(To be held in house or as a joint public venture)

Aim and Content and of our Reward and Talent Management Workshops

These one day Reward and Talent Management Workshops cover the building blocks required to implement and develop a total rewards strategy and to develop and implement the necessary interventions required to attract, retain, motivate your human capital and get the “best bang for your buck”. Detailed below is how the development of a rewards strategy is integrated into these workshops. In addition a brief description and content of the each workshop is included:

Internal Equity

Same Pay for Same Work in Your Organization

- How to Grade Jobs Using the Paterson System of Job Evaluation
- How to Write Job Descriptions / Profiles and Develop Job Family Level Descriptors

External Equity

Same Pay for Same Work When Compared Against Other Comparator Organizations

- How to Convert to the ‘Total Cost To Company’ Concept of Remunerating Employees
- How to Target and Use the Correct Salary Surveys and Develop a Market Related Pay Scale for your organisation

People Equity

Recognizing & Rewarding Individual Employee Performance and Contributions to the Organization

- The Nuts and Bolts of How to Implement and Maintain a Performance Management Program

Please see below for more information about these exciting one-day workshops!

How to Grade Jobs Using the Paterson System of Job Evaluation

Learn the basic skills and rules to grade jobs using the Paterson System of Job Evaluation and develop a foundation of internal equity in your organization. The Paterson System of Job Evaluation is still used by the majority of organizations in South Africa.

Workshop Content

- How Job Evaluation fits into Remuneration Strategy
- What is Job Evaluation?
- Principles of Job Evaluation
- Different Types of Job Evaluation Systems in common use in South Africa
- Methodologies used by the different job evaluation systems in common use in South Africa
- The development of the Paterson System of Job Evaluation
- How to grade jobs using the Paterson System of Job Evaluation and develop a job evaluation / family matrix
- Pay Mechanics, number of grades, pay range spreads and percentage above and below midpoint
- Job Evaluation Committees
- Group skills practice exercise where delegates will work in groups and grade jobs from their own organizations and report on their findings

How to Write Job Descriptions / Profiles and develop Job Families

This important and often neglected skill is absolutely essential in order to effectively recruit, pay, train, develop and manage the performance of your human capital. Learn how to write effective, consistent job descriptions / profiles / job family level descriptors for your organization and which can be used to grade jobs, recruitment, managing performance, induction and training and development purposes

Workshop Content

- What are job descriptions / profiles?
- What is the difference between a job description and a job profile
- Why are job descriptions / job profiles necessary?
- Characteristics of a good job description / profile

- How to prepare to write a job description / profile
- The job description / job profile interview
- Completing the job description / job profile form
- Maintenance and keeping job descriptions updated
- Disclaimer Statements
- How to develop job family level descriptors
- Group skills practice exercise on auditing job descriptions / profiles from their own organizations

How to Convert to the ‘Total Cost To Company’ Concept of Remunerating Employees

Learn how to convert from the traditional way of paying employees to the “total cost to company” concept and structure the various cash and non cash benefits within SARS and the latest legislation requirements. Also compare what you are paying your employees against the relevant market for the job category concerned on a “total cost to company” basis and allow your employees to allocate amounts to the various benefits and allowances which suit their generation and family requirements

Workshop Contents

- Difference between the traditional way of paying employees and the “total cost to company” concept using various examples and calculations
- Benefits of changing to the “total cost to company” concept
- What benefits / allowances are popular amongst the Baby Boomers as well as the Generation Xs’ and Ys’
- Benefit / allowances tax implications and current legislation
- Contracts of employment
- The way forward
- Group skill practice exercise where delegates will compare “total cost to company” packages against some job category markets
- Group skill practice exercise where delegates will work in groups and convert a traditional salary to the “total costs to company” concept and structure packages according to their own and group requirements

How to Target and Use the Correct Salary Surveys and Develop a Market Related Pay Scale

The aim of this workshop is to ensure that you target the correct salary surveys for the various job categories in your organization. You will also learn how to use and interpret salary surveys and compute pay scales

Workshop Contents

- How to target and use the correct salary surveys
- Salary Survey Methodology
- General Staff and Top Executive Salary Surveys
- Global Salary Surveys
- Salary Survey Comparisons
- Group skills practice exercise where trainee delegates will learn how to use and target Salary Surveys for their own organization.
- How to identify and pay employees who have scarce or “hot” skills
- Various pay scale or structuring options
- How to compute pay scales or pay structuring
- Group skills practice exercise where delegates will gain the practical experience in how to target the correct job categories and develop a market related pay scale for their own organization

The Nuts and Bolts of How to Implement and Maintain a Performance Management Program

Develop the skills to make your organization and individual employees more successful! This will include identifying and developing organization, divisional, departmental and individual employee targets and ensuring that employee behaviours and results are in direct support of the organization’s targets.

Also learn how to develop standards for all targets developed and to relate this process to other human resource systems such as the annual remuneration review, build trusting relationships between management and employees encourage individual employee development and ensure legal defensibility.

Workshop Content

- How to align your performance management program with your business strategy or targets
- How to cascade targets
- How to develop quality targets and measurable standards
- How to use the performance management process to identify individual employee education, knowledge, skills and competency development requirements
- Gain the knowledge on how to make this part of your day to day management function whilst uplifting your environment
- Learn how to link your performance management program to your annual salary review and performance incentive bonus.
- Targets and Standard setting forms
- Some practical examples
- Skills practice exercise where delegates will develop the skills necessary to develop targets and standards related to their own organizations, division or department's strategic focus or key performance areas.
- Do's and don'ts of performance appraisals
- Group skills practice exercise where delegates will gain practical experience and feedback on how to carry out performance management target setting and reviews