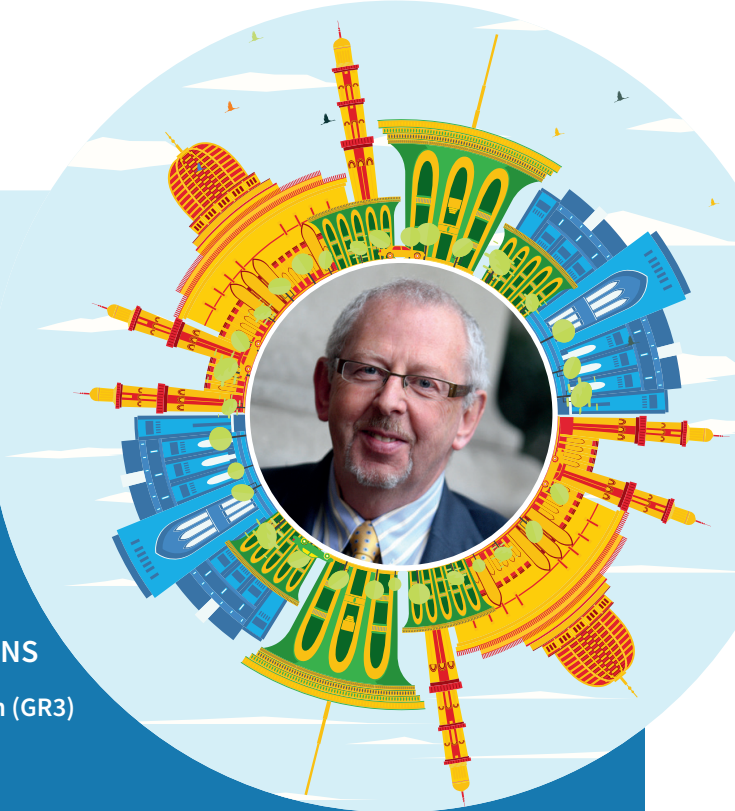




Important announcement
for all Middle East HR
and Rewards Professionals

Global Remuneration Professional (GRP)®
Courses come to Muscat, in association with
The Omani National Training Institute LLC

NEXT GRP COURSE DATES IN MUSCAT WITH ALAN GIBBONS
15-17 March 2020 : Job Analysis, Documentation and Evaluation (GR3)
17-19 March 2020: Variable Pay (GR6)



THIS IS THE **ONLY** TOTAL REWARDS TRAINING PROVIDED IN THE MIDDLE EAST THAT OFFERS
INTERNATIONAL CERTIFICATION AND ACCREDITATION

GRP is the **only** global reward qualification available and is recognised by all of
the world’s leading organisations as a mark of professional capability in this field.
We are delighted to announce that E-reward is running these courses here in the
Middle East, right on your doorstep!

No excuses now – you can get your qualification quicker than ever before and see
your career advance.

Certification exams are uniform, whether undertaken in Australia, China, Europe,
India, Middle East or Russia.

Muscat offers not only the most accessible location, but a great venue in which to
learn and network with your peer group.

Want to know more?

Places are limited and will fill fast.
To find out more or reserve your
place, please email:
paul@e-reward.co.uk
or tel: **+44 161 432 2584**

Per delegate for each two-day course
including exam – £1,295.00 GBP

Your tutor

All of our courses in Oman will be led by Alan
Gibbons, one of E-reward’s most experienced and
popular instructors and one of Europe’s best-
known total rewards experts. Alan has been an
HR and rewards consulting partner at both KPMG
and PwC in London, as well as being Head of
Reward Consulting at Accenture, a world leading
consulting firm.

In the Middle East, Alan was Head of Organisation
Planning for one of the region’s leading airlines
for three years, and worked in Oman as a
consultant to the Diwan of Royal Court Affairs for
four years.

Alan is looking forward to sharing experiences
and case studies within the regional context, and
will be happy to draw on the course material to
help attendees with their own local total rewards
and pay structure issues.

JOB ANALYSIS,
DOCUMENTATION
AND EVALUATION

Gain job analysis skills
to attract and retain
employees

The right methods of job
analysis, documentation
and evaluation will help
you attract and retain the
talent your organisation
needs to meet its business
goals. In this course, you
will review the importance
of conducting job analysis
and discover processes and
methods of job analysis to
put into practice in your role
as an HR professional.

VARIABLE PAY:
IMPROVING
PERFORMANCE WITH
VARIABLE PAY

Master variable pay
plans that support your
organisation’s business
objectives

Variable pay compensation
can improve employee
motivation and
performance along with
positively impacting
your organisation’s
goals for profitability
and productivity. This
course will teach you the
fundamentals of variable
pay with a focus on
compensation strategy.

Sunday, 15 March

Day 1: Job Analysis – 8.30am to 4.30pm

Monday, 16 March

Day 2: Job Analysis – 8.30am to 4.30pm

Tuesday, 17 March

Exam: Job Analysis – 8.30am to 10.30am;
Day 1: Variable Pay – 11am to 6pm

Wednesday, 18 March

Day 2: Variable Pay – 8.30am to 4.30pm

Thursday, 19 March

Exam: Variable Pay – 8.30am to 10.30am

Lunch break 12 noon to 1pm (lunch provided) on days 1
and 2. In addition, appropriate breaks will be built in to
accommodate both prayer times and refreshments.

At the end of each day, our instructor will be available to
answer specific queries on the course material, so that all
participants can enjoy a high level of personal support.

JOB ANALYSIS, DOCUMENTATION AND EVALUATION

Gain job analysis skills to attract and retain employees

The right methods of job analysis, documentation and evaluation will help you attract and retain the talent your organisation needs to meet its business goals. In this course, you will review the importance of conducting job analysis and discover processes and methods of job analysis to put into practice in your role as an HR professional.

In this comprehensive job analysis course, you will:

- > Review standard practice theory of job analysis, documentation and evaluation.
- > Discuss current trends in compensation and job analysis.
- > Learn methods of job evaluation including quantitative and market-based approaches.
- > Gain skills to strategically approach job analysis planning and implementation.

This course is for the HR professional with experience in job analysis. However, it is also designed to be accessible to those who seek to broaden their total rewards perspective and gain expertise in the area of HR job analysis.

Specific areas covered include:

- **Strategic overview**

A strategic overview of the elements of compensation, building a base pay structure and terms and definitions will set the stage for deeper learning throughout the course.

- **Job analysis**

Dive into job analysis and learn about sources of job information, job analysis communication and possible sources of error.

- **Job documentation**

Learn the types of job documentation, job descriptions, job description formats and job description preparation.

- **Market-based job evaluation**

Learn to differentiate between job evaluation with a market data emphasis and job evaluation with a job content emphasis and discuss key considerations in data collection within the context of market-based job evaluations.

- **Non-quantitative job evaluation methods**

Understand job-content evaluation methods, including ranking and classification methods.

- **Quantitative job evaluation methods**

Gain depth of understanding on job-content evaluation method, compensable factors, job-component method, point factor method and quantitative plan summary.

- **Selection and implementation issues**

Learn about approaches to selecting job-evaluation strategies, gain skills in assessing different strategies and understand potential issues and challenges that may arise during implementation.

After you complete this course, you will have the confidence and expertise in job analysis and evaluation to support your organisation's goals of attracting and retaining talent. The course will serve as a powerful refresher for the seasoned HR professional who is already knowledgeable in job analysis and will provide a solid foundation for the professional who is new to the job.

GRP is a brand that is recognised worldwide and allows you to excel around the world. It's prized by internationally-mobile reward professionals and is increasingly required by international employers.

Oman GRP course dates in 2020:

15-17 March: **Job Analysis, Documentation and Evaluation**

17-19 March: **Variable Pay**

26-28 April: **Total Rewards Management**

28-30 April: **International Remuneration**

18-20 October: **Business Acumen for Comp. Professionals**

20-22 October: **Base Pay Administration and Pay for Performance**

6-8 December: **Quantitative Principles in Compensation Management**

8-10 December: **International Financial Reporting Standards for Comp. Professionals**

E-reward and Alan Gibbons will provide the full range of all ten GRP courses in 2020 and 2021 needed for certification for our participants based in the Gulf and Middle East.

VARIABLE PAY: IMPROVING PERFORMANCE WITH VARIABLE PAY

Master variable pay plans that support your organisation's business objectives

Variable pay compensation can improve employee motivation and performance along with positively impacting your organisation's goals for profitability and productivity. This course will teach you the fundamentals of variable pay with a focus on compensation strategy.

In this course you will cover:

- > Identifying common business strategies and objectives for achieving them.
- > Aligning variable pay programmes with business strategy.
- > The three categories of variable pay.
- > Examining internal and external factors affecting variable pay plans.
- > The activities for designing variable pay compensation strategy, including funding and distributing plan earnings.
- > How to implement, communicate and evaluate the success of variable pay compensation and benefits plans.

This course is ideal for the HR professional responsible for designing, assessing and maintaining variable pay plans.

In the course, you will learn the fundamentals of variable pay programmes, including:

- **Supporting the business objective through variable pay**

Learn about the elements of compensation, business strategy and how that drives business objectives, the business lifecycle and how variable pay helps achieve business objectives.

- **Types of variable pay**

Dive into the three categories of variable pay programmes, including incentive plans, bonus plans and recognition plans:

- Incentive plans covers short-term incentive plans, including profit-sharing, performance-sharing and individual performance-based plans.
- Long-term incentive plans covers equity and non-equity based plans.
- For bonus plans, learn about referral bonus, hiring (sign-on) bonus, retention (stay) bonus and project completion bonus.
- For recognition plans, understand spot awards, managerial recognition, nominations and organisation-wide recognition.

- **Developing a variable pay plan: Phases 1 and 2**

In Phase 1, discover internal and external factors impacting variable pay plans, how to obtain management support and identify a variable pay design team. In Phase 2, learn about plan objectives and plan types, how to define eligibility and select performance measures.

- **Developing a variable pay plan: Phases 3**

In Phase 3, you will learn about funding and distribution by determining performance targets and payouts, funding the variable pay plan, distributing plan earnings and obtaining final approval.

- **Implementation and evaluation**

Bring your learning together with this final unit on how to implement the variable pay programme including selecting the implementation team, developing the communication plan, introducing the plan and co-ordinating the plans administration. You will also learn how to evaluate the plan's effectiveness, why variable pay plans fail and potential evaluation outcomes.

Variable pay plans support and impact your organisation's business goals and objectives. Understanding this form of compensation strategy is an essential skill for today's HR compensation professional. This course will empower you with the knowledge you need to design, implement and evaluate variable pay plans.