Do you wish to develop your skills for conducting **In-house Salary Surveys**?

Do you wish to analyze **Salary Survey Data** to determine your company’s **Competitive Position**?

Do you wish to learn **Salary Survey Data Analysis Tools** and respective presentation techniques?

**To answer these vital questions Octara once again brings another sought after workshop.....**

**Salary Survey and Job Evaluation Methodologies**

Learn Best Practices of Salary Survey and Job Evaluation Techniques

1st - 2nd June 2009, Pearl Continental Hotel, Lahore
4th - 5th June 2009, Sheraton Hotel & Towers, Karachi

Course Facilitator
**Rahim Shirazi**
CEO, Organizational Research Consultants
Sydney, Australia

Participants will receive a **Complimentary CD** to work hands-on compensation and benefits model.
Rahim Shirazi is a seasoned Human Resource Professional, with extensive experience in human resource (particularly in Reward and Recognition, HR re-engineering and Change Management). Rahim is currently heading the Organization Research Consultants (ORC), Sydney, Australia founded by him in 1994. Rahim has over 25 years of corporate experience in different functions of HR in the Oil and Gas industry. He was with an Exxon affiliate overseas for 11 years and Esso Australia for the next 14 years. Whilst with Esso Australia, he participated actively in running Total Remuneration (TR) workshops in the US on behalf of Exxon International for the benefit of training its worldwide staff in conducting, evaluating and analyzing TR surveys.

He also chaired the Technical Committee of both the Canberra Management Conference and the Mining Industry Personal Conference with the objective of enhancing the quality of job matching and survey data analysis.

Rahim wishes to continue consulting on contract basis for progressive corporations where strong compensation and benefits, interpersonal and project management skills can make a positive contribution, the end result being to achieve high grade skills of HR personnel in the corporate sector, meeting business objectives and increasing shareholder value.

Course Outcomes:

- Developing skills for conducting **In-house Salary Survey**
- Analyzing Salary Survey Data to determine your company’s **Competitive Position** within a selective peer group
- Determining **Benchmark Jobs** for In-house Salary Surveys
- Refining the process of Benchmark Jobs in absence of **Exact Matches**
- Designing and implementing an employee communication on **Total Cost Remuneration Approach**
- Salary Survey Data analysis tools and **Presentation Techniques** including graphical illustration on **Salary Survey Results** to management
- Determining company’s **Competitive Orientation** in the market place
- Developing a **Salary Administration Tool**

Some Blue-chip Clients:
Chevron Australia, Optus Telecommunication, Chevron Thailand, IBM, Shell Australia, BHP Billiton, Merrill Lynch, Exxon Mobil & Caltex.

Consulting Services of ORC

- Redundancy Plans
- Salary and Benefits Surveys
- Total Remuneration Analysis
- Flexible Packaging on Total Remuneration / Employment Cost
- HR Policies and Procedures
- Salary Admin Design and Application
- Variable Pay and Pay at Risk Design and Principles (Incentive Bonus)
- Performance Appraisal Systems and its linkage to Pay
- Performance Management and Career Development
- Professional Ladder - Design and Implementation
- Employee Communication
- Competency - Based Assessment Programs
- Job Analysis and Job Evaluation
- Broadband - Design, Principles and Application
- Designing Management/ Sales Incentive Plans / Executive Share and Share Option Plans
- Employee Share Purchase Plan - Designing, Employee Communication and Implementation
- Design and Development of Team KPIs and Linking Rewards to the Achievement of Organizational Objectives
- Process/Strategies and Roles of Change Management
Overview:

In the current economic climate, companies need to be considering HR strategies that allow them to meet business objectives and increase shareholder value in a most cost effective way. In this highly interactive workshop, all participants are expected to gain sufficient knowledge and experience enabling them to apply World’s Best Practices of Salary Surveys and Job Evaluation to best suit their companies’ strategy. This training program will help you evaluate your competitive position by utilizing salary survey tools thereby reducing cost and dependence on external consultants.

Who Should Attend

This highly sought after workshop is designed to provide both Compensation & Benefits Professionals, Reward & Recognition Managers, Human Resource Analysts, Heads of Personnel Administration, HR Administrators, HR Generalists and Human Resource Managers to understand, analyze and develop strategic techniques and issues using best practice approaches to help line management attract and retain high caliber staff and thereby successfully meet business objectives.

Day 1

Session 1:

Conducting In-house Salary Survey
• Survey Objectives
• Selection of Survey Participants
• Survey Process and Methodology
• Fine Tuning Process of Data
• Aging of Salary Data
• Standard Survey reporting format and Data analysis

Session 2:

Analyzing Salary Survey Data: both In-house and External Surveys
• Evaluation Techniques
• Fine Tuning Methodology of Job Matching
• Grade Correlation Exercise
• Competitive Salary Positioning Methodology
• How to calculate quartiles
• Regression Analysis - linear and exponential
• Simple average and weighted average techniques
• Tools to analyze Salary Survey Data

Day 2

Session 3:

Group Participation and Exercise: How to analyze Salary Survey Data based on External Survey
• Participants go through a process of analyzing external survey data
• Management Presentation techniques on survey data analysis including graphical illustration of survey data to highlight the company’s competitive position at each component of Total Remuneration

Session 4:

Job Evaluation
• Definition
• Job Profiles
• Guide Chart concept
• Developing grade vs. job point correlation model
• Most common evaluations

Note: Participants should bring a Laptop for hands-on exercises on Compensation & Benefits. It is recommended that they should also bring past results of external survey they have participated in case they wish to do a live survey analysis during the workshop session

BRING In-house Salary Survey and Job Evaluation Methodologies

Along with this workshop, relative expert Training & Consulting services of Mr. Rahim Shirazi are also available to suit specific needs of your organization at significant savings. Please contact Muhammad Arif at marif@octara.com or call at 0300-8275091 for more details.
Workshop Investment

PKR 39,999/- per participant

10% Group Discount on 2+ nominees

Course material, Octara certificate, lunch, refreshments & business networking

Registration & Payment Options

- E-mail or Fax your nomination(s) to:
  E-mail: register@octara.com
  octara@gmail.com
  Fax: 021-4520708, 021-4546639

- Send us your:
  Name, Designation, Organization, mailing address, phone, fax and e-mail

- Send your cheque in favor of “Octara Private Limited” to:
  Muhammad Imran Anwer
  Octara Private Limited
  2/E-37, Block-6, P.E.C.H.S., Karachi.
  Tel: 021-4534261, 021-4536315, Cell: 0321-2670041

To receive this flyer by e-mail drop us a line at info@octara.com

To view reports on our past training workshops and events logon to www.octara.com

Registration Note
Participation will be confirmed subject to receipt of payment.

Octara Cancellation Policy
Our Cancellation Policy is activated as soon as an invoice is received by the client. Due to any reason if the client is not able to attend the workshop/conference, they may inform Octara Sales/Finance department in writing within 48 hours of the receipt of the invoice. In case of no intimation from your organization we reserve the right to claim the invoiced amount. Cancellations made at least 10 working days prior to the course will be refunded in full. If a booking is cancelled 10 to 7 working days before a course, a Cancellation Fee of 25% of the course fee is payable. For cancellations made within 7 working days, no refunds can be given. Cancellations must be confirmed by letter, fax or email. Substitutions may be made at any time. Notwithstanding the above, delegates may transfer to another course to be run within 12 months.