

After a huge success in Thailand, Singapore, Malaysia & Australia,
once again in Pakistan
Octara presents

Total **Rewards** Management

Course Director: Rahim Shirazi
CEO, Organization Research Consultants, Australia

Increase Shareholder Value by implementing
best practices on **Compensation & Benefits**
during current **Economic Downturn**

16 & 17 February 2012, Sheraton Hotel & Towers, Karachi
21 & 22 February 2012, Pearl Continental Hotel, Lahore
9:00 am - 5:00 pm



Participants will receive a
Complimentary CD
of a deployable Compensation and
Benefits Model

...Only from Octara!!!

Course Director:

Rahim Shirazi

B.Com (Economics), HRM Program University of Pennsylvania, USA

Fellow, Australian Institute of Management

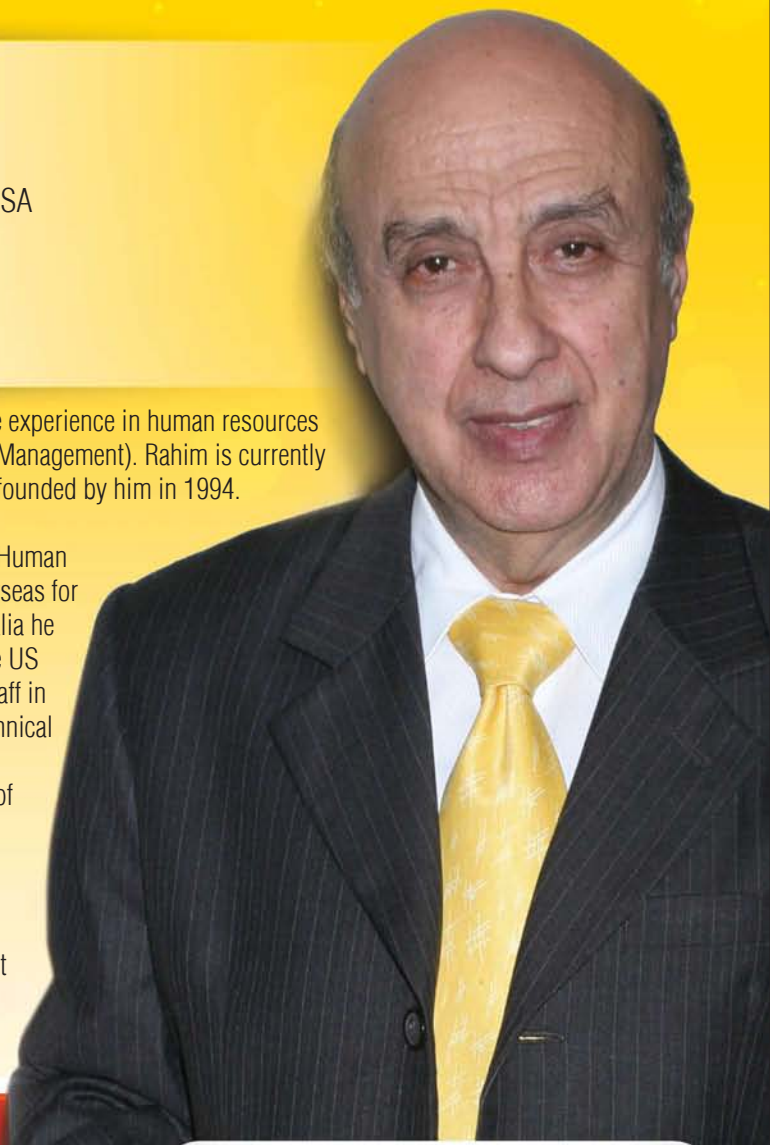
Fellow, Australian Human Resources Institute

Member, Australian Institute of Company Directors

Rahim Shirazi is a seasoned Human Resource Professional with extensive experience in human resources (particularly in Reward and Recognition, HR re-engineering and Change Management). Rahim is currently heading the Organisation Research Consultants (ORC), Sydney Australia founded by him in 1994.

Rahim has over 25 years of corporate experience in different functions of Human Resources 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 analysing 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 analysis.

Shirazi 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.



Few top local & international clients that have benefited from **Rahim Shirazi's** workshops:



What delegates have said about **Rahim Shirazi's** previous courses

"Totally a new experience!"

Babar Hamid, General Manager - HR, Pakistan State Oil

"Practical and relevant tools and concepts for every HR practitioner."

Hina Khalid, HR Planning Specialist, PTCL

"An inspiring update on global trends and practices in rewards management."

Amin Gulamani, Sr. Assistant Manager, Intl. HR, Agha Khan University

"A highly beneficial course with practical tools and their application."

Ansa Khan, Remuneration Specialist, Nestle Pakistan

"Excellent course. A lot of new ideas on rewards strategy."

Tariq Saeed, DGM Finance, Thal Engineering

Consulting Services of ORC

- Salary and Benefits Surveys
- Total Remuneration Analysis
- HR Policies and Procedures
- Salary Admin Design and Application
- Variable Pay and Pay at Risk Design and Principles (Incentive Bonus)
- Performance Appraisal Systems and it's Linkage to Pay
- Performance Management and Career Development
- Professional Ladder - Design and Implementation
- Competency - Based Assessment Programs
- Job Analysis and Job Evaluation
- Broadband - Design, Principles and Application
- Redundancy Plans
- Design and Development of Team KPIs and Linking Rewards to the Achievement of Organizational Objectives
- Process/Strategies and Roles of Change Management

Total Rewards Management

Increase Shareholder Value by implementing best practices on Compensation & Benefits during current Economic Downturn

Program Overview:

In today's dynamic environment, companies need to consider the **Reward Strategies** that allow them to meet **Business Objectives** and **Increase Shareholder Value**. Total Rewards Management is one of the most sought after programs due to the uniqueness of its specially designed components on conducting **Salary Surveys, Data Analysis** and use of **In-house and External Surveys** for **Competitive Positioning**.

In this highly interactive workshop, all participants are expected to gain sufficient knowledge and experience which enables them to apply **World's best Practices** on policies and techniques relating to **Total Rewards Strategies** in their companies.

Course Outcomes:

- Design a Total Rewards Program that links to the company's business strategy
- Develop a Salary Administration Tool
- Salary Survey Data analysis tools and presentation techniques on outcome of surveys to management
- Determining company's competitive orientation in the market place
- Designing and Communicating best practices on Total Remuneration to attract, retain and motivate talent
- Developing a linkage between Total Reward & Performance
- Designing Incentive Schemes and evaluating the Success and failures of Recognition Schemes and a framework for the decision making process

Who Should Attend?

The Workshop is designed to assist **Compensation & Benefits Professionals, Reward & Recognition Managers, Human Resource Analysts, Heads of Personnel Administration, HR & Administration Directors, HR Generalists and Human Resource Managers** to understand, analyse and develop strategic policies and practices issues using best practice approaches to help line-management attract, retain and motivate high calibre staff and thereby meet their business objectives.

Note: Participants are required to bring laptops for hands-on exercises on Compensation & Benefits model on the second day

Linking Business, Performance and Rewards

Business Strategy

Reward Objectives

Total Rewards Strategy

Local Translation of the Strategy

Day 1 9:00 am - 5:00 pm

Session 1:

Total Remuneration Workshop

- Corporate Values
- Principle of Remuneration Policy and Objectives
- Continuous Improvement Process
- Defining Competitive Orientation
- TR concepts and practices
- Salary Administration Model including hands-on working with a salary admin tool (spreadsheet)

Session 2:

Sharing Success - Incentive Bonus

- Designing and Implementing Variable Incentive Pay or "At Risk" Bonus
- Variable Incentive Pay - Framework
- Critical Success Factors
- Core Value Drivers
- Measures may be funders, qualifiers, magnifiers
- Results/Reward Relationship
- Timing of awards

Why variable pay plans fail?

- Form of award payout

Session 3:

Broadbanding

- Broadbanding is when many traditional salary grades are collapsed into a few wide "bands" for purposes of managing career growth and administering pay
- Design principles for traditional structure
- Key issues; increased importance of external salary surveys, broadbanding, awarding merit pay, employee attitude about change
- Organizational Changes and Challenges
- Pros and Cons of Broadbanding

Day 2 9:00 am - 5:00 pm

Session 1:

Professional Career Ladder - A system to recognize, reward and provide career paths for professionals

- Design Objectives to establish a professional development system
- Supervisor and Employee Communication Guidelines
- General Guidelines for Advancement on the Professional Ladder
- Professional Ladder General Competence/Work Content Criteria
- Performance Expectations
- Professional Career Stages
- MATRIX Professional Advancement Guidelines

Session 2:

Salary Survey Techniques Conducting In-house Salary Surveys

- 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 3:

Salary Survey Techniques-cont'd

Analyzing Salary Survey Data:
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

Discover how to achieve better business results through our Effective, Hands-on and Unique training methodology.



Past participants of Total Rewards Management engaged in hands-on activities.



Maximum learning throughput and retention Guaranteed!

2009



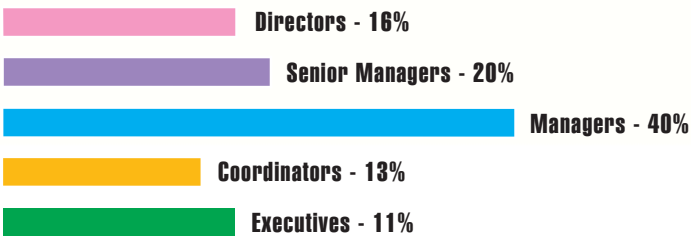
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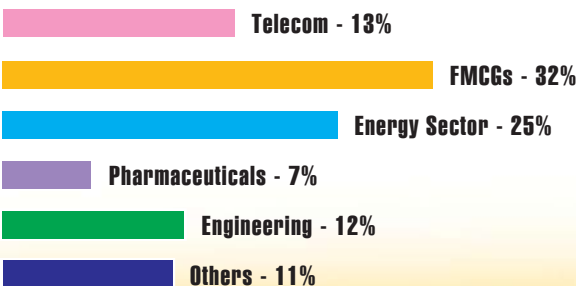
Past participants of "Total Rewards Management"

"Total Rewards Management" was a tremendous success in 2008 and 2009. Participants from the top companies of Pakistan took part in the workshop, bringing in diversified experience to the program which may also be gauged from the following data compiled.

By Participant Profile



By Industries Represented



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Workshop Investment

PKR 44,999/-
per participant

10% Group Discount
on 2 or more nominees

Note: Participants are required to bring laptops for hands-on exercises on Compensation & Benefits model on the second day

Fee includes course material, Octara certificate, lunch, refreshments & business networking

Registration & Payment Options

- E-mail or Fax your nomination(s) to:
Muhammad Adeel Khalil
E-mail : madeel@octara.com
: register@octara.com
Tel : 021-34534261, Cell: 0300-8937513
Fax : 021-34520708, 021-34546639
- 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: 021-34534261, 021-34536315, Cell: 0321-2670041

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

You can access our quarterly newsletter online at octara.com/newsletters.aspx

Octara Cancellation Policy

Our Cancellation Policy is activated as soon as the duly filled signed & stamped Octara Registration Form is received from the client. 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 6 months. Variance in the course fee will be invoiced or adjusted accordingly.

Strategic Partners



Mpower (UK) Ltd.



MOORE SUCCESS M.E. FZE



Roger Harrop Associates



Logistics Partner



Partner



Bring Total Rewards Management In-house

This workshop can be customized to suit specific needs of your organization at significant savings. Please contact **Jason D'souza** at jason.bosco@octara.com or call at **0332-2422732** for more details

Octara's Upcoming Programs* INVEST TODAY!

Communication Excellence Series

Business Communication Toolkit

16-17 January 2012, Karachi | 18-19 January 2012, Lahore
Hassan Bin Rizwan

Executive Secretaries & PAs Workshop

26 January 2012, Karachi
Arshi Ahmad-Aziz

Effective Delegation Skills

18 February 2012, Karachi | 25 February 2012, Lahore
Ramiz Allawala

Financial Modelling using MS Excel

February 2012, Karachi | February 2012, Lahore
Ali Saeed & Nooruddin Surani

Systematic Key Account Management

February 2012, Karachi | February 2012, Lahore
Ramez Helou

Mind Mapping for Sales Success

February 2012, Karachi | February 2012, Lahore
Graham Moore

Warehouse Management

February 2012, Karachi | February 2012, Lahore
Dr. Dermot Carey

Liberating Passion

April 2012, Karachi | April 2012, Lahore (via Satellite)
Omar Khan

*Octara reserves the right to change courses, dates, content or method of presentation.

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