







# Certificate in Reward Management

This programme covers all essential aspects of reward function, from **determination of compensation philosophy and salary planning**, to **base pay management and performance management**.

## Objectives

- To learn the concept of total reward
- To know how to recognise the skills and attributes to be a reward specialist
- To explain the criteria in setting reward philosophy and policy

## Course Information

-  (9 Days; 27 Hours)
-  **Cantonese** (with English materials)
-  **HKIHRM**  
Units 1810-15, 18/F, Millennium City 2, 378 Kwun Tong Road, Kwun Tong, Kowloon, Hong Kong  
(3-minute walk from Ngau Tau Kok MTR station exit A)
-  For enrolment and general enquiries:  
please contact us on 2837 3812 / 3834 or via email: [learning@hkihrm.org](mailto:learning@hkihrm.org)

## Module 1: Overview – Reward Management

- Total reward model & latest development
- Reward management, philosophy and policy
- Linking reward to business
- Case studies / Discussion topics

## Module 2: Job Analysis & Evaluation

- Establish base pay structure
- Job analysis
- Market pricing
- Job evaluation
- Case studies / Discussion topics

## Module 3: Base Pay (I)

- Job analysis and job evaluation
- Recognise the relative value of jobs
- Pay line and pay policy line
- Setting pay and grade structures
- Pay for job / Pay for competence
- Market-driven / Job-worth approach

## Module 4: Base Pay (II)

- In-house salary survey activities
- Pay management and administration process (Compa-Ratio)
- Pay budget and administration processes (Range)
- Case studies / Discussion topics

## Module 5: Pay for Performance

- Objectives of pay for performance
- Types of pay for performance
- Develop and implement a pay for performance plan
- Equity based / Cash based plans
- Non-financial reward and recognition schemes
- Performance evaluation approaches
- Organisational culture and readiness
- Case studies / Discussion topics

## Module 6: Benefits

- Definition and objectives of benefit provision
- Types of benefits
- Major benefit plans
- Intangible benefit
- Benefit plans management and communication
- Benefit plans budget and administration
- Case studies / Discussion topics

## Module 7: Performance Management

- Definition and development of performance management
- Key elements of performance management
- Introduction to performance management processes
- Relationship between performance management and reward
- Roles and responsibilities of HR and line management in performance
- Other issues related to performance management
- Case studies / Discussion topics

## Module 8: Mergers & Acquisitions and International Reward Management

- HR due diligence from a reward management perspective
- Merger and acquisition check-list
- An overview of international reward management
- Coordinating international efforts and structures
- International mobility
- Localisation of expatriates

## Module 9: Reward Communication

- Reward communication to employees in general
- Reward communication to individual employees
- Key reward communication methods
- Developing a reward communication strategy