



SETTEC  
THE TRAINING HOUSE!

# Compensation

## Introduction

This comprehensive course covers everything from the factors that influence compensation plan design to the various types of compensation plans available, and even includes special sections on analyzing and evaluating jobs, performing market surveys, writing job descriptions, and communicating and evaluating your plan.

## Objective:

By taking this course, you will be able to:

- Recognize factors that influence a compensation plan
- Cite the various compensation methods and uses (Executive Compensation, Sales Compensation, Incentive Pay, Bonuses, etc.)
- Establish an effective compensation philosophy
- Conduct job evaluations
- Collect survey data and perform market analysis
- Create job descriptions
- Develop salary ranges and grades
- Effectively communicate your compensation program
- Understand the basic ongoing tasks necessary to administer a compensation program
- Evaluate your compensation plan
- Define the laws affecting compensation

## Content:

### **Understanding Compensation Plans:**

- Objectives & Factors In Compensation Plans
- Legislation Affecting Compensation

### **Compensation Plan Types:**

- Typical Compensation Plans

### **Designing a Compensation Plan:**

- Organizational Philosophy
- Job Analysis, Descriptions, And Evaluations
- Market Surveys & Analysis
- Salary Ranges, Grades, And Ratios

17, 216 St., 5<sup>th</sup> floor, Maadi, Cairo, Egypt.  
Tel. +2 (02) 25211002  
Fax: +2 (02) 25211003  
E-mail: [info@settec.org](mailto:info@settec.org)  
Web Page : [www.settec.org](http://www.settec.org)

17 شارع 216، الدور الخامس، المعادي، القاهرة، مصر.  
تليفون: +2 (02) 25211002  
فاكس: +2 (02) 25211003  
بريد الكتروني: [info@settec.org](mailto:info@settec.org)  
الموقع الالكتروني: [www.settec.org](http://www.settec.org)



SETTEC  
THE TRAINING HOUSE!

### **Communicating the Plan:**

- Communicating Your Compensation Plan

### **Administration:**

- Ongoing Administration
- Performance Management
- Evaluating The Compensation Program

### **Language:**

- The language of instruction will be in English
- The materials for the trainees will be in English /Arabic.

17, 216 St., 5<sup>th</sup> floor, Maadi, Cairo, Egypt.  
Tel. +2 (02) 25211002  
Fax:+2 (02) 25211003  
E-mail:info@settec.org  
Web Page : [www.settec.org](http://www.settec.org)

17 شارع 216، الدور الخامس، المعادي، القاهرة، مصر.  
تليفون: +2 (02) 25211002  
فاكس: +2 (02) 25211003  
بريد الكتروني: info@settec.org  
الموقع الالكتروني: [www.settec.org](http://www.settec.org)