

Facilitators

Morag Philips *Executive Director*
Morag has a BA (Social Work) from Wits and completed MAP at Wits Business School. She is Survey Director at 21st Century and specialises in conducting niche remuneration surveys to reflect industry trends and practice. In this capacity she has consulted on behalf of 21st Century Business and Pay Solutions to over 500 organisations - both in South Africa, East Africa and internationally. Areas of work include incentive schemes, reward and recognition schemes, benchmarking and salary surveys, job descriptions, job evaluation, conditions of employment and HR policies.

Ian McGorian *Executive Consultant*
In this capacity he has consulted on behalf of 21st Century Business and Pay Solutions since 2008. He specialises in Pay Scale design, Attraction and Retention strategies, Expatriate Pay, Model design and implementation and Reward Online. Ian McGorian was the Executive Director of Allied Publishing Limited from 1986 to 2008. He was also elected to the Main Board in 1997. His responsibilities included Company Strategy, Information Technology, Fleet management (287 trucks, 170 motor cycles), Capital Expenditure, Services Division management, Financial Costing and Modeling, Wage negotiations and Executive human capital management (1400 employees).

Hennie Gildenhuys

Associate Director

Hennie has a B.Com. (Accountancy) from UP and Honours. B.Compt; and a Certificate in the Theory of Accounting from UNISA. He gained valuable experience in finance by holding various positions in large corporations, and by completing his articles in small, medium and large organisations across various industries. Hennie has developed and implemented reward strategies and monitored international labour market trends. He has managed the remuneration function, including payroll for several large organisations.



Salary Structuring & Total Package

TWO-DAY WORKSHOP

15–16 February 2012 • Johannesburg
22–23 February 2012 • Cape Town

The importance of sound remuneration strategies and practices cannot be overemphasised. Even more so in South Africa where a general skills shortage makes it increasingly difficult to attract and retain high potential talent.

Knowledge Resources in partnership with **21st Century Pay Solutions Group** are proud to present you with state of the art knowledge and practices to design and implement remuneration strategies and programs.

Our Remuneration Workshops are highly interactive and practical with emphasis on skills transfer in order for the participant to implement the newly acquired knowledge and skills immediately.

This practical two-day workshop will provide delegates with an opportunity to tackle salary structuring (i.e. pay scales) and package tax structuring.

ENDORSED BY

 HUMAN CAPITAL REVIEW

Information

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**KNOWLEDGE
RESOURCES**

www.kr.co.za

Programme

- 07:30 – 08:30** Registration and refreshments
- 08:30** Workshop commences
- 10:00 – 10:30** Morning tea break
- 12:30 – 13:30** Lunch
- 15:00 – 15:15** Afternoon tea break
- 16:30** Wrap-up and closure

Michael Armstrong and Duncan Brown in *Strategic Reward: Making it Happen* (2006) stress that the guiding principles for sound remuneration practices should indicate the following:

- Develop reward policies and practices that support the achievement of the organisation's goals
- Provide rewards that attract, retain and motivate staff and help to develop a high performance culture
- Maintain competitive rates of pay
- Reward people according to their contribution
- Recognise the value of everyone who is making an effective contribution, not just the exceptional performers
- Allow a reasonable degree of flexibility in the operation of reward processes and in the choice of benefits by employees
- Devolve more responsibility for reward decisions to line managers

SETA accreditation

Many of our delegates enquire after our accreditation status. There is a misguided opinion that organisations can only claim their levies back if they use accredited training providers only. This is not entirely correct. In the Government Gazette (No.20865 of 7 February 2000), it clearly states that the Skills Development Levies Act provides for recovery of a levy payment based on the submission of Workplace Skills Plans (WSPs), Workplace Skills Implementation Plans (WSIPs), and the submission of the names of Skills Development Facilitators (SDFs), and not on the basis of making use of accredited providers or NQF-aligned training and development events only.

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Module 1: Salary Structuring (Morag Phillips and Ian McGorian)

This module will provide delegates with the principles of salary structuring and the ability to develop salary structures or pay scales.

Delegates will understand the principles of salary structuring including the theory behind **pay slopes, pay ratios, overlap, ranges** and **broadband pay scales**. They will understand the principles and methodologies used in salary structuring to interpret salary structuring in an efficient way and to link it to other areas of HR.

Delegates are encouraged to bring a laptop for this component of the course, as the course enables practical application of theory learnt. This course covers the following key learning areas and outcomes:

- Understanding what a pay structure is
- Why organisations have pay structures
- Features of well-designed pay structures
- What influences the design of pay structures
- Developing a pay structure
- Terminology, definitions and formulae;
 - Job grades
 - Pay range
 - Compa-ratio
 - Range penetration
 - Midpoint progression
 - Overlap
 - Pay ratio
 - Slope
 - Quartiles
- Pay progression policy – an example
- Implementation of pay structures – a checklist

Module 2: Implementing Total Package: Tax Effective Structuring (Hennie Gildenhuys)

This course covers the following key learning areas and outcomes:

- What is Total Package?
- Why the trend?
- How does it work?
- What package structuring options are available?
- What is a typical process – the phases?
- What are the do's and don'ts (or the lessons learnt)?
- Are there tips on software use?
- What are roles of HR and finance – pro's and con's of where it sits and who should administer it?
- What does the ongoing maintenance of the system require (what needs to happen every year)?

Total (guaranteed) remuneration packages are the way most organisations appear to be moving. Why the trend? How does it work?

This workshop aims to convey the concept of Total Package and how it is applied. We will also explore the roles of HR and finance in the management and maintenance of Total Package.

Delegates will leave this workshop with an understanding of the principles of how to calculate a total package. This workshop will also include a brief overview of retirement plans and employee benefits programmes.

DID YOU KNOW that this workshop is one of our many other great Remuneration workshops? Email siphiwe@knowres.co.za to find out more!



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Registration

Registration fee

R 8 490.00

The above registration fee includes VAT, lunch and refreshments, parking and workshop material

Special Offer

- Register 3 delegates and the 4th delegate attends free of charge!
- Special discount for registered NPO's, small businesses (30 or less employees) & full-time lecturers at universities/colleges/schools – contact us for more information!

Registration Methods

- Register online GO TO www.kr.co.za
- Phone Plaxy Kathumba on 011 880-8540
- Fax completed registration form to 011 880-8700 / 9829
- Email completed form to plaxy@knowres.co.za

Once payment has been made please fax through proof of payment with the event's name written in the top right-hand corner

Terms and Conditions

Please note: Payment must be received before the event takes place. Knowledge Resources reserves the right to refuse admission where evidence of payment cannot be shown.

CONFIRMATION OF BOOKING

Please note: If you have not received confirmation in writing, of your booking before the event, please contact us on 011 880 8540 to confirm that we have received your registration.

SOMETHING HAS COME UP AND I CANNOT ATTEND

If you cannot make it to the event, you have several options (the below options need to be received in writing):

- You may send a substitute delegate in your place, please inform the Customer Care Department of the new name for registration purposes. No additional charges will be applicable for substitutions
- You may transfer at no extra charge to another event, provided you do so in writing at least 10 working days before the event. Transfers within the 10 working days will be charged an administration fee of 20%
- You may cancel your registration, in writing, up to 10 working days before the event takes place. Cancellations inside of 10 days will be liable for the full fee
- Unfortunately, no refund or credit can be given to delegates who do not attend without giving prior notice
- Registrations received during the 10 working days before the event date, will not be excluded from any terms & conditions

In the event of unforeseen circumstances Knowledge Resources reserves the right to change the programme content, the speakers, the venue or the date. You will be notified no less than 5 working days prior to an event. Should the event be postponed, you will have the option to attend the next available date of the relevant event. The registration fee will be credited on delegate accounts, should they opt not to attend the next available date of the relevant event or in the case where an event is cancelled.

PAYMENT

- Cheques should be made payable to Knowledge Resources (Pty)Ltd. Please do not mail any cheques.
- Electronic Transfer or Direct Deposit into our bank account, validated by faxed copy of transaction slip

Nedbank Cresta
Account No.: 1913164489
Branch Code: 191305
FAX: 011 880 8700

Please note: Payment must be received by no later than 15:00 the day before the first morning of the event.

KNOWLEDGE RESOURCES

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Company Reg. No. 1991/000853/07

PLEASE NOTE Delegates will not be allowed entry to the event if payment has not been received.

Booking made by

Phone Email

Date Signature

By signing this registration form, the delegates agree to the enclosed terms and conditions

DELEGATE 1

Name Title

Designation

Phone Fax

Cellular Email

Company

Company VAT Number

Postal Address

Postal Code

Dietary Requirements

DELEGATE 2

Name

Title

Designation

Cellular

Fax

Email

Dietary Requirements

DELEGATE 4

Name

Title

Designation

Cellular

Fax

Email

Dietary Requirements

CREDIT CARD PAYMENT

Card Holders Visa / Master Amex Diners Mark appropriate box Expiry Date

Card No. CCV No.

Amount (All prices include VAT)

Date Signature