



CLASS OF 2019

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# CERTIFIED TOTAL REWARDS PROFESSIONAL™

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SINGAPORE | KUALA LUMPUR | HONG KONG

## Certified Total Rewards Professional™ (CTRP) Workshop

Normally offered as standalone courses, we are happy to announce a CTRP workshop, for practitioners with more than four years of compensation and benefits experience, wishing to raise their level of impact, deliver greater value and demonstrate their level of competence as a rewards professional or manager.

### Workshop Overview

This workshop provides more experienced compensation and benefits managers and professionals an opportunity to achieve certification in a convenient three-day format, based on an assessment of managerial and program design competencies related to base pay structure design, managing the annual salary review, incentive pay design, advanced benefits and other professional competencies such as performance management and communication. The focus is on ensuring emerging total rewards leaders are equipped with the essential knowledge, terminology, theory, methods, and attitudes for driving value through well-aligned rewards practices.

Class discussions are used to develop attitudes and insights in relation to linking pay to performance and value creation, through merit (base pay) and incentives (variable pay). Discussion of advanced benefits creates awareness of trends in cost-sharing, employee responsibility and flexible work arrangements. This is not intended as a skill-building course, but provides formal training in the essential managerial knowledge needed for compensation and benefits.

An assessment exam is included, requiring a 70% passing score for certification, along with evidence (resume or LinkedIn profile) of four years' experience performing professional-level compensation and benefits duties within an organization.



## Learning Objectives

The CTRP Workshop is a three-day learning event, in which participants will learn to:

### Apply the Total Rewards Approach

- Understand and apply the Total Rewards Approach
- Understand and apply key motivation theories to predict impact of rewards
- Describe the process for developing compensation programs
- Describe the process for developing benefits programs
- Explain the role of the compensation and benefits function
- Support managers in making and communicating pay decisions
- Consider ASEAN regional influences on rewards

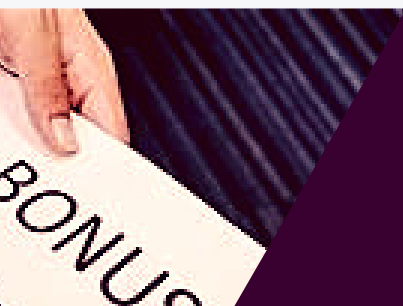
## Who Should Attend the CTRP Workshop?

This workshop is intended for compensation and benefits managers or professionals with at least four years of hands on experience in an organizational setting. Those with greater compensation and benefits experience will be best prepared to learn and to take the assessment exam.

This is a certification workshop for those with significant experience; it is not intended for those wishing to explore a move into compensation and benefits, who are doing HR generalist work but have not done C&B, or compensation and benefits practitioners with very narrow experience. Such persons should attend the standalone courses, which include more class discussions, skill-building exercises and networking opportunities.

### Would you like to run this course in-house? (Save up to 20%)

This course can be presented exclusively for your organisation on an in-house basis, tailored to meet your specific needs, at a place and time of your convenience. If you have a team of 10 or more interested in this course, let's discuss how we can work together to meet your training needs. Please contact us and we will be pleased to assist.



## Course Modules

### CTRP 1 : Manage the Annual Salary Review

- Recommend salary increase budgets
- Manage the salary review process
- Update salary ranges
- Determine employee and location compa-ratios
- Develop salary review guidelines and policies
- Design the manager input and rollup process
- Prepare payroll files and compensation statements
- Help managers communicate pay decisions

- ✓ Salary Increase Guideline Matrix template
- ✓ Manager Salary Planning Input template

### CTRP 2 : Design Incentives

- Distinguish and select incentive types based on purpose
- Determine total target cash and the pay mix
- Evaluate effectiveness of existing incentives
- Develop a broad-based corporate incentive plan
- Develop a sales incentive or commission plan
- Describe and recommend profit sharing and gainsharing plans
- Communicate incentives to participants

- ✓ Sample incentive plan documents
- ✓ Corporate incentive review guide



## Course Modules

### CTRP 3 : Develop Advanced Benefits and Work-Life Program

- Manage the benefits function
- Implement insurance strategies
- Manage benefits accounting and funding
- Implement and manage wellness, prevention and flexible benefits
- Manage ASEAN regional benefits
- Implement Work-Life strategies

- ✓ Supplemental Retirement Scheme (Singapore)
- ✓ Multinational Pooling reference material
- ✓ Article on Retention-based pay

### CTRP 3 : Rewards Professional Competencies

- Align rewards to performance, using traditional or emerging approaches
- Write and maintain effective reward policies
- Manage communication and change effectively
- Partner with business leaders to meet business needs appropriately
- Collaborate with finance and accounting



**Being A Certified Total Rewards Professional**



## Assessment and Certification

To ensure learners have sufficiently acquired the competencies taught in this course, an assessment may be taken for certification. Certification as a Certified Total Rewards Professional™ (CTRP) will be valid for as long as the certificate holder remains active in the HR profession, with career breaks lasting no longer than 1 year.

**If you are not intended to attend all 3-days course, you may choose to attend any course module at your convenience time. Those not wishing to take the assessment may receive a Certificate of Attendance.**

There are two components of the assessment: 1) achievement of a passing score (35 out of 50 items, or 70%) on a written exam; and 2) relevant work experience in human resources, including experience or direct exposure/involvement in rewards issues, such as developing salary offers, managing promotions, etc.

Upon successfully attend all 3-days course followed by the assessment, you will receive the Certification as a Certified Total Rewards Professional™ (CTRP) which be endorsed by the ASEAN Total Rewards Institute (ATRI).

## Written Exam

The written exam will be conducted online. Each certification candidate will provide an email address. An email will be sent to the candidate from the ASEAN Total Rewards Institute (ATRI) with a URL link to the exam. The exam can be taken once each 30 days until passed. All those taking the certification exam will receive a letter confirming their overall score plus indication of pass/fail status.



Exam questions will appear online like this (sample only):

Which of the following is the best definition for Total Rewards?

- ☐ Salary plus bonus plus benefits
- ☐ Everything provided to an employee in return for their work
- ☐ An online merchandise program for recognition
- ☐ Total compensation plus benefits and long-term incentives
- ☐ Click to write Choice 5

Match rewards with the needs they generally address.

	Need for Safety	Physiological Needs	Need for esteem	Need for self actualization	Social needs
Work-life/flexibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Compensation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Benefits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Growth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Certification also requires confirmation by the instructor that the learner has significant and relevant work experience. This is to prevent “selling paper”, i.e. certifying good test takers who lack relevant work experience. Competence is more than knowledge, but includes skill and attitudes as well, which are gained through experience within an organization.

The ATRI-designated instructor will conduct both parts of the assessment and make the final decision whether to certify the individual, based on both test completion and recognition of prior experience.

**TO LEARN MORE OR REGISTER  
NOW, PLEASE CONTACT:**

**Elbee Lim**  
**elbee@hrd-future.com**  
**+65 6262 1651**

## MEET YOUR INSTRUCTOR



### Thomas A. Farmer, CCP, SPHR, ACTA

30 years | Global Total Rewards Leader

Owner and Managing Director | Freelance Total Rewards Pte Ltd

Certified Compensation Professional (CCP) | WorldatWork

Former VP APAC Compensation & Benefits, IHG, and Principal with Mercer

Tom Farmer is a global total rewards leader with a career spanning over 30 years. As a consultant Tom has advised more than 150 organisations including three of the world's largest companies (Sinopec, Toyota and Walmart) and led the rewards function globally and regionally in several industries. As an instructor, Tom has trained more than 1,000 HR professionals and 500 line managers on pay topics.



**Certified Total Rewards  
Specialist™**

CERTIFICATION PROGRAM

Currently, Tom is owner and Managing Director of Freelance Total Rewards Pte Ltd, based in Singapore, with clients including China Aviation Oil, CrimsonLogic, GroupM, Great Eastern Life, Toyota Tsusho Asia Pacific, Armacell and Peninsula Hotels.



**Certified Total Rewards  
Professional™**

CERTIFICATION PROGRAM

Before starting his own firm in 2013, Tom was with Mercer as Principal and Asia Pacific Leader for Global Mobility, where his clients included Singapore Tourism Board, Singapore Ministry of Defense, AIA, MeadJohnson Nutrition, PTT Group, Sinopec, Kraft Foods, Chartis Insurance, Yum! International, Western Digital, MasterCard, and Hilton Hotels.

Tom moved to Singapore in 2007 as Vice President, Compensation and Benefits, Asia Pacific for InterContinental Hotels Group after holding the same position for IHG's Americas region. Tom drove a global revision of IHG's global mobility policy sustainably reducing annual costs by USD 2.6 million, and introduced innovative benefits changes in both the U.S. and Singapore earning HR Excellence Awards in 2008 and 2012.

Prior to joining IHG, Tom was a senior consultant with Hewitt in Atlanta, where he led large (million-dollar) compensation projects for Coca-Cola North America, Freddie Mac, Auburn University, Panasonic, Verizon, The Home Depot and several others.

First published by the Wall Street Journal in 1987 (How to Evaluate Employee Benefits) Tom has been quoted by the U.S. Senate, CNN, The Washington Post, Singapore's HumanResources Magazine, The Wall Street Journal, Business Week, and many other leading national media on various reward topics, and has spoken at numerous conferences in the U.S., Europe and Asia. His blog ([www.freelancetotalrewards.com](http://www.freelancetotalrewards.com)) has been read by thousands in over 100 countries. He is a contributor to several books on compensation and benefits including Elements of Sound Base Pay Administration (WorldatWork) and The Remuneration Handbook: International Edition, by Dr. Mark Bussin and Dr. Fermin Diez.

Tom has a Bachelors in Business Administration (BBA) degree from Eastern Michigan University, He is a Certified Compensation Professional (CCP) through WorldatWork, and he serves WorldatWork as a certification faculty member and an article reviewer. Tom is also certified as a Senior Professional in Human Resources (SPHR), and completed an Advanced Certificate in Training and Assessment (ACTA), through