



**HRDFuture®**  
Transforming the Business of HR

**CLASS OF 2019**

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**CERTIFIED TOTAL  
REWARDS  
SPECIALIST™**

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SINGAPORE | KUALA LUMPUR | HONG KONG



## Certified Total Rewards Specialist™ (CTRS) Workshop

Normally offered as standalone courses, we are happy to announce a CTRS workshop, for practitioners with more than one year of compensation and benefits experience, wishing to strengthen their knowledge and competence in the fundamentals of job evaluation, benchmarking, pay structures, core benefits and related skillsets needed to deliver excellence in compensation and benefits.

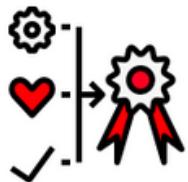
### Workshop Overview

This workshop provides early-career compensation and benefits practitioners an opportunity to achieve certification in a convenient three-day format, based on an assessment of basic competencies related to job evaluation, benchmarking, pay structures, core benefits and the total rewards approach. The focus is on ensuring practitioners are equipped with the essential knowledge, terminology, theory, methods, and attitudes for performing their jobs with excellence.

Class discussions are used to develop attitudes and insights into the nature of tangible and intangible rewards. This is not intended as a skill-building course, but provides formal training in the essential 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 one year experience performing compensation and benefits duties within an organization.





## Learning Objectives

The CTRS 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
- Explain and appreciate the unique purpose of each type of reward
- Understand and apply key motivation theories to predict impact of rewards
- Describe the process for developing compensation and benefits programs
- Support managers and employees on reward issues
- Consider ASEAN regional influences on rewards

## Who Should Attend the CTRS Workshop?

This workshop is intended for compensation and benefits practitioners with at least one year of hands on experience in an organizational setting. Those with 1-3 years of compensation and benefits experience will be best prepared to learn and to take the assessment exam.

This is a certification workshop for those with experience; it is not intended for those wishing to explore a move into compensation and benefits, who are strictly doing payroll or who have never done actual C&B work such as job evaluation, market pricing or benefits administration. 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

### CTRS 1 : Job Evaluation

- Understand and explain job evaluation
- Use job descriptions and organization charts to determine job content
- Distinguish job evaluation methods and how to apply them
- Evaluate jobs using ranking, classification and scored approaches
- Cross-validate job evaluation results for internal equity
- Market validate job evaluation results
- Recommend implementation approaches for job evaluation
- Communicate job evaluation results effectively

- ✓ What's in your Rewards Toolkit? Listing of 75+ specific reward practices
- ✓ Common job description embellishments
- ✓ Grade correlation table, showing equivalence of popular job levelling systems
- ✓ Sample Internal Level Guide for Sales & Marketing

### CTRS 2 : Benchmarking and Salary Structures

- Explain the uses of benchmark data
- Evaluate potential sources of survey data in the ASEAN context
- Match jobs and submit survey data
- Conduct market analysis of base pay and other aggregates
- Describe common types of salary range structures
- Develop regressed and non-regressed salary structures
- Maintain pay structures

- ✓ Excel Case Study template to calculate market-ratios, salary ranges, compa-ratios and salary range graphs using fictitious data
- ✓ Market slotting tool with formulas
- ✓ Salary Proposal worksheet





## Course Modules

### CTRS 3 : Core Benefits

- Explain the role and objectives of employee benefits
- Consider all stakeholders when approaching benefits issues
- Apply legal and ethical principles to benefits administration
- Understand the spectrum of healthcare needs and how to determine the core benefits
- Understand retirement and common approaches taken in ASEAN countries
- Understand time off benefits and their purpose in organizations
- Advise employees and managers appropriately regarding benefits issues

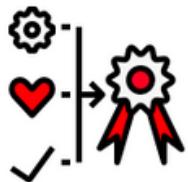
### CTRS 3 : Rewards Specialist Competencies

- Conduct basic research on laws and regulations governing reward practices in ASEAN
- Understand and work with employee information skillfully and appropriately
- Apply spreadsheet skills for compensation and benefits
- Understand other HR functions and how to support them through rewards practices
- Apply essential soft skills when handling rewards issues

✓ ASEAN SSS/PF research exercise  
✓ ASEAN quick reference with links to Social Security/Provident Fund and data privacy requirements



**Being a Certified Total Rewards Specialist**



## 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 Specialist™ (CTRS) 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 (28 out of 40 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 Specialist™ (CTRS) 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:**

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## 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



Certified Total Rewards  
Professional™

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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.

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