

Employers must use every tool available to attract and retain talent. Because of this the compensation and benefits profession has evolved into **Total Rewards**, which everything an employee receives in return for the work they perform, including both tangible and intangible rewards.

Will your organization continue to compete on salary alone?

Invest in your team members by equipping them to manage your rewards program more effectively!

ASEAN Total Rewards Institute™



TOTAL REWARDS

SPECIALIST

CERTIFICATION WORKSHOP

A practical, accessible, credible, relevant, and progressive **ASEAN-oriented** certification program

with three levels of Certification:
Specialist, Professional, and Fellow

Total Rewards Specialist
February 18-20, 2019

Investment Fee (VAT Inclusive):

Regular Rate: P60,000.00

Venue: AIM Conference Center, Makati City

YOUR INSTRUCTOR



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

Managing Director of Freelance Total Rewards and the ASEAN Total Rewards Institute, based in Singapore. Tom has been a certified compensation professional since 1990 and has taught certification courses for over 10 years. With over 25 years of experience in compensation and benefits—both as a corporate practitioner and as a consultant with Hewitt and Mercer, Tom has trained over 1,000 HR and rewards professionals and over 500 line managers on rewards topics.

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.

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

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
- Validate job evaluation results for internal equity and market alignment
- Recommend implementation approaches for job evaluation
- Communicate job evaluation results effectively

Benchmarking and Salary Structures

- Explain the uses of benchmark data
- Evaluate market data sources in the ASEAN context
- Match jobs and submit survey data
- Calculate compa-ratios and market ratios
- Describe common types of salary range structures
- Maintain pay structures

Core Benefits

- Explain the role and objectives of employee benefits
- Consider all stakeholders when approaching benefits issues
- Maintain effective benefits governance and compliance
- Understand government and employer medical insurance
- Understand retirement and common approaches taken in ASEAN countries
- Understand time off benefits and their purpose in organizations

Specialist Competencies

- Conduct basic research on laws and regulations governing reward practices ASEAN
- Understand and work with employee information skillfully and appropriately
- Understand other HR functions and how to support them through rewards practice
- Apply essential communication skills for rewards

WHO SHOULD ATTEND?

This workshop is intended for compensation and benefits practitioners with at least one year of hands-on experience in an organizational setting. This is a certification workshop for those with experience; it is not intended for those wishing to explore or 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 benefit administration.

CTRS Certification Requirements

1. Completion of "Overview of Total Rewards", plus any three (3) training modules for CTRS
2. Assessment of Resume/CV, work samples, recommendations and/or instructional interview
3. With 1 year of relevant experience or equivalent
4. Achievement of a passing score of 70% on the certification assessment
5. Approval from at least 2 members of the Industry Panel

ORGANIZATIONAL VALUE OF TOTAL REWARDS CERTIFICATION

Getting certified progressively in 3 levels of Total Rewards demonstrates your personal commitment to your own **continuing education** and **professional development**. You **gain competence and confidence** at each level of certification. You increase your credibility as a Total Rewards professional and you get **industry recognition** which can **help your career**.

On one hand, below are some of the organizational benefits that your company will gain when you attend the certification workshops at different levels:

LEVEL	BENEFITS
<p>Level 1: CERTIFIED TOTAL REWARDS SPECIALIST</p>	<p>Execution: Skills and competence in performing basic functions of Compensation & Benefits using sound and tested methodology.</p> <p>Driving Excellence: TR certification increases skills in Job Evaluation, Benchmarking & Salary Structures, Annual Salary Review, Benefits, Incentives, Executive Compensation, etc.</p>
<p>Level 2: CERTIFIED TOTAL REWARDS PROFESSIONAL</p>	<p>Design & Execution: Design and management of Compensation & Benefits programs, thus creating value in plan design and execution.</p> <p>Driving Value: Uniformity in or standardization of research-based approaches in Compensation and Benefits eliminates costly, unproductive and inaccurate trial and error methods commonly used by untrained employees.</p>
<p>Level 3: CERTIFIED TOTAL REWARDS FELLOW</p>	<p>Strategy Development & Business Partnership: Evaluate and develop complex reward practices and strategies, and align rewards with business needs and talent objectives.</p> <p>Driving Impact: Compensation and Benefits recommendations are made based on time-tested and research-based TR approaches, not trial and error methods. Accurate information and data analysis are generated. Hence, the company is able to make sound, fair, and equitable decisions that impact the bottom-line and employee engagement.</p>

Your **organization's level of trust and confidence** will increase as you develop your skills and competence through the various levels of certification courses. Your **company benefits** because it has a **stronger, more credible Compensation and Benefits function** that uses sound methods and practices for better talent, engagement and organization outcomes.



Equipping HR professionals in Southeast Asia with compensation and benefits training and certification that is unmatched in terms of quality, relevance, practicality, and accessibility, **ASEAN Total Rewards Institute** is based in Singapore and all training and assessment material is validated by its distinguished **Industry Advisory Panel**:



DR. MARK BUSSIN

Chairperson, 21st Century Rewards
WorldAtWork Faculty



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