



Consulting and Training | Reach New Heights

Course Name

Certified Compensation and Benefits Professional

Sector Name

HR Strategy and Training

Document Type

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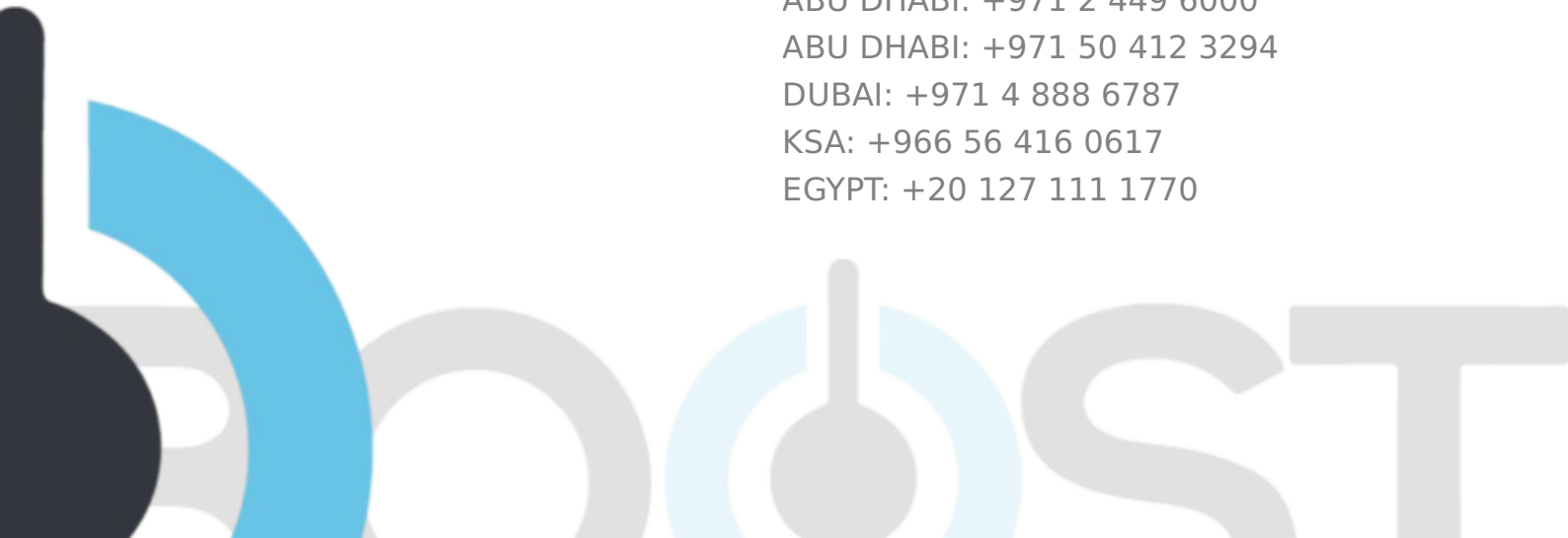
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Certified Compensation and Benefits Professional

Course Introduction

Compensation and benefits are among the most strategic and sensitive HR functions, directly influencing talent attraction, retention, motivation, workforce productivity, and organizational cost management. Organizations today must design compensation structures that are competitive, fair, compliant, and aligned with business strategy—while ensuring total rewards programs remain sustainable and performance-driven.

To support HR professionals in this critical area, **BOOST** Consulting & Training has developed the Certified Compensation and Benefits Professional program. This course provides practical knowledge, frameworks, and tools to design, manage, and optimize compensation and benefits programs in modern organizations.

The program covers job evaluation, salary structuring, market benchmarking, incentives and bonus schemes, benefits design, pay equity, reward governance, and total rewards strategy. Participants will gain the capability to build competitive and cost-effective reward programs, strengthen internal equity, support business performance, and apply structured approaches to compensation analysis and reward decision-making.

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Target Audience

- ✓ Compensation and benefits specialists
- ✓ HR managers and HR business partners
- ✓ Reward and payroll professionals
- ✓ Talent management and workforce planning professionals
- ✓ Finance professionals involved in payroll and people cost analysis
- ✓ HR consultants and advisors
- ✓ Professionals transitioning into compensation and benefits roles

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Learning Objectives

- ✓ Understand the principles and strategic role of compensation and benefits in talent management
- ✓ Design salary structures and grading systems aligned with organizational requirements
- ✓ Conduct job evaluation and establish internal pay equity and fairness
- ✓ Perform compensation benchmarking and interpret salary survey data
- ✓ Design and manage variable pay plans including incentives, bonuses, and recognition schemes
- ✓ Develop benefits programs that support employee needs while managing cost and sustainability
- ✓ Apply pay governance frameworks, salary policies, and reward decision controls
- ✓ Analyze compensation data using KPIs and dashboards to support evidence-based decisions
- ✓ Ensure compliance, fairness, and effective communication within total rewards programs

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Course Outline

✓ Day 01

Total Rewards Strategy and Compensation Fundamentals

- ✓ Introduction to total rewards and its strategic importance
- ✓ Components of compensation: fixed, variable, and benefits
- ✓ Aligning compensation strategy with business goals
- ✓ Pay philosophy and reward positioning
- ✓ Balancing competitiveness, affordability, and fairness
- ✓ Key trends in compensation and rewards

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Course Outline

✓ Day 02

Job Evaluation, Grading Structures, and Pay Equity

- ✓ Purpose and methods of job evaluation
- ✓ Job analysis and job description fundamentals
- ✓ Point-factor and other job evaluation methodologies
- ✓ Designing job grades and salary bands
- ✓ Internal equity and pay fairness principles
- ✓ Addressing pay gaps and equity challenge

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Course Outline

✓ Day 03

Market Benchmarking, Salary Surveys, and Pay Structure Design

- ✓ Understanding compensation benchmarking
- ✓ Using salary surveys and market data effectively
- ✓ Comparing roles to market reference points
- ✓ Designing and adjusting salary structures
- ✓ Managing salary progression and pay ranges
- ✓ Handling market premiums and special skills pay

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Course Outline

✓ Day 04

Incentives, Bonus Plans, Variable Pay, and Reward Governance

- ✓ Types of variable pay and performance-based rewards
- ✓ Designing short-term and long-term incentive plans
- ✓ Linking performance management with rewards
- ✓ Sales incentives and team-based bonus schemes
- ✓ Reward governance, approvals, and control frameworks
- ✓ Risk management and avoiding reward-related misconduct

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Course Outline

✓ Day 05

Benefits Design, Reward Analytics, Communication, and Case Workshop

- ✓ Designing employee benefits programs (health, retirement, allowances, etc.)
- ✓ Balancing cost, value, and employee preferences
- ✓ Flexible benefits and total rewards statements
- ✓ Compensation and benefits analytics and KPIs
- ✓ Communicating reward programs effectively to employees
- ✓ Practical workshop: designing a balanced total rewards package

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 14, 2027	June 18, 2027	5 days	4250.00 \$	UAE , Dubai
July 19, 2027	July 23, 2027	5 days	4950.00 \$	Spain , Barcelona
Nov. 29, 2026	Dec. 3, 2026	5 days	4250.00 \$	Qatar , Doha
Jan. 25, 2027	Jan. 29, 2027	5 days	4250.00 \$	UAE , Dubai

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