

## Certified International Total Reward Professional CITRP

The main objective for **CITRP** is to upgrade the knowledge and skills of the potential Total Reward Management Professional, as in any professional career we are all seeking the best fit employment strategies associated with the highest performance, for a betterment business, **Total Rewarding Management (TRM)** the evolution of Compensation and Benefits System(**CBS**), Plays a big role in the Internal and External Equity, Retain and Attain the best fit to the company, Training Schemes, Recruitment Policies, The Performance Management Policies and Organization Development Practices, if you are someone who is involved in any of the above mentioned HR Function and contribute at least a bit of designing the Total Rewarding System or Scheme in your organization, as a part of your job, you'll want to be prepared for the Total Rewarding Process or what's called **TRM** Structure, System and Strategies that you do on a regular basis for both short and long term organizational objectives. The participants will begin the process of Job Analysis, Job Evaluation till Designing a Pay Scale and Benefit Scheme, mastering the Total Rewarding Management (**TRM**) with full understanding that **TRM** as a process where high skills and knowledge, are applied in the most critical arena of the HR functions.

---

**CITRP** will give you all types of practitioner , managerial tools and equip you with all the mandatory skills and knowledge which will help you manage, lead and implement the **TRM**; this is a compelling course that will encourage HR Supervisors/ Managers to explore more of HR Strategic Management Skills such as Recruitment as a strategic scope , identifying Performance Gap Analyses hence applying **Pay per Performance and or Productivity (PPP)**, and managing a reliable Total Reward Strategy based on the Company's vision, you will know the difference between the Leading, Matching and Lagging Pay Strategies and what are the positive effects using each, even in a combined approach, the dialogue approach specially in a tough topic that links payment and performance with training.

in short highlight the linkage between Individual Performance, Departmental Performance and Organizational Performance ,which will enable the CITRP graduate to have all these Key Benefits:

- Understand what benefits the employees are entitled to.
- Learn the impact of culture and collective bargaining on Total Rewarding Management
- Understand the elements of Total Rewarding Management
- Recognize the importance of establishing, developing and administering a well based **TRM** yet flexible, including the different **TRM** Strategies and Systems principles.
- Create and develop an effective Salary Structure Scheme (SSS), using Point Factor System technique.
- Be able to link pay to performance and productivity VII. Set up incentive pay plan for the organization
- Conduct a Salary Survey to achieve both Internal and External Equity principles.

**Who should attend?** This program **CITRP** is specially designed for those who carry out the fringe and non-fringe benefits, setting bonus scheme related to performance, Recruitment, Organization Development, all the **C** level and the steering team. Minimum of 3 years in HR or 2 years in a managerial level position

### Outline

It is a well-designed based on a unique logical sequence serving its interactive methodology and sharing knowledge and skills between the attendees and the instructor

### Day 1 Module 1: Glimpses of TRS (Theoretical)

This part of the workshop will cover the following topics:

- i. Understanding Total Rewarding environment which will include:  
Job evaluation and most used and practical methodology (Point Value System)
- 
- ii. Basics of reward systems which will include:  
Theories and components  
Flexible pay plans.
  - iii. Total Reward Management Environment  
The environmental factors effecting compensation and benefits  
Government regulation & social security in compensation

Social changes & demographics in compensation  
Changes in compensation due to collective bargaining  
Changes in the compensation administration due to outsourcing & globalization

**Day 2 Module 2: Rewards & Basics of Compensation (Theoretical)**

Compensation basics

Components of compensation system

Equity theory

Job description

Establishing internal equity: job evaluation methods

Using job rankings

Creating job grading

Creating point plans

Hay plan, Mercer as international methodologies overview

**Day 3 Module 4: Total Rewarding Structure (Theoretical)**

Different aspects of establishing external equity

Salary survey

Designing salary surveys

Periodicity of salary surveys

**Day 4 Module 5: Total Rewarding Systems (Theoretical)**

Building individual equity

---

Performance pay options  
Building performance pay systems  
Steps in introducing pay for performance system  
Pay for performance: the challenges

Benefit plans  
Mandated benefits  
Security/Insurance benefits  
Retirement benefits  
Time off related benefits  
Non-monetary perquisites  
Monetary perquisites  
Cafeteria plan/flexible benefit plans

**Module 7:** Total Reward Planning  
Reward strategy objectives  
Components of total reward

### **Day 5 TRS Workshop (Practical)**

**The attendees** will form groups of 4-6 persons, each will have a live 10-15 Jobs to structure a Salary Scheme within a company, representing the four pillars of the business which are:

- 1- Managerial level
- 2- Technical level
- 3- Non- Managerial level
- 4- Non- Technical level

### **The out-put will be**

1- Revised Job Description system

2- Well defined TRM (Total Rewarding Management)

manual which will include but not limited to

- a. Well defined compensable Main-factor
- b. Well defined compensable Sub-factor
- c. Well defined level of each compensable Sub-factor
- d. Well balanced Salary Structure both vertical and horizontal
- e.

**Online Exam** 3 hours and or Project submitted by trainees of a full salary structure of an existing company.

### **General Rules**

Requirements for certification: The CITRP (Certified International Total Reward Professional) will be offered to Participants attended the full registered days with minimum 80% of the entire program, and a professional demonstration from the attendee during the course which include but not limited to an interactive group discussion and debate regarding the different dimension of the management live case studies and the applied methodology to solve each issue.

### **Recertification**

The certification should be renewed every 5 years unless a higher certificate has been obtained