



FMM INSTITUTE (Centre for Professional Development)

Wisma FMM, No. 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur

Tel: 03-62867200 Fax: 03-62776712

E-mail: nora@fmm.org.my / norsvamira@fmm.org.my

FMM Certificate in Compensation, Benefits and Performance

SBL SCHEME

The **FMM Certificate in Compensation, Benefits and Performance** covers the importance of the management of equity such as pay and benefits as compensation of performance. Participants will be exposed to the internal and external strategies that determine wage, job evaluation and types of benefits and importance of other benefits in achieving an organisation's mission.



WHO SHOULD ATTEND

Human Resource Managers, Executives, Line Managers and Supervisors.

ENTRY REQUIREMENTS

- Minimum MCE/SPM/SPVM education level
- Minimum 1 year working experience

COURSE STRUCTURE

Contact Days/Hours : 4 days / 28 hours
 Lecture Days : Saturday & Sunday

Evaluation

Assignment : 100%

COURSE OBJECTIVES

At the end of the programme, participants will be able to:

- Understand pay models and factors contributing to their development / design
- Describe the process of job analysis and to conduct performance appraisals
- Gain knowledge on compensation structures and propose employee benefits and benefit options
- Understand how union play a role in wage and salary administration

ADMINISTRATIVE DETAILS

Date : **November 17, 18, December 1 & 2, 2018**

Time : 9.00 a.m – 5.00 p.m

Venue : **FMM Institute**

2nd Floor, Wisma FMM

No.3, Persiaran Dagang, PJU 9

Bandar Sri Damansara

52200 Kuala Lumpur

Fees : Member **RM 2,000 per pax**

Non-Member **RM 2,300 per pax**

(Refreshment and Lunch will be provided)

Completed registration form, faxed, mailed or e-mailed to FMM Institute would be deemed as confirmed. All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7-13 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subjected to cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost



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COURSE CONTENTS

- **Pay Model**
- **Strategic Perspectives**
- **Defining Internal Alignment**
- **Job Analysis**
- **Evaluating Work: Job Evaluation**
- **Person-Based Structures**
- **Designing Pay Levels, Mix and Pay Structures**
- **Employee Contributors: Determining Individual Pay**
- **Performance Appraisals**
- **Employee Benefits**
- **Benefits Options**
- **Union Role in Wage and Salary Administration**
- **International Pay Systems**
- **Government and Legal Issues in Compensation**



REGISTRATION FORM

FMM Certificate in Compensation, Benefits and Performance

Saturday & Sunday, Date: November 17, 18, December 1 & 2, 2018 Venue : FMM Institute, Kuala Lumpur

(To be completed in BLOCK LETTERS)

A. PERSONAL PARTICULARS

Full Name (Mr/Ms) : _____ NRIC No. _____
 Designation : _____ Name of Company : _____
 Permanent Address : _____
 Correspondence Address : _____
 (if different from permanent address)
 Tel No. (H) : _____ (O) : _____ Fax No. : _____
 E-mail Address : _____ H/P No: _____
 Date of Birth : _____ Sex : _____ Age : _____ Nationality : _____ Race : _____

B. EDUCATIONAL BACKGROUND

Name of School / Institution	Years Attended		Highest Qualification Obtained
	From	To	
Secondary : _____	_____	_____	_____
College / University : _____	_____	_____	_____
Any Special Professional Course : _____	_____	_____	_____

C. SPONSORSHIP

Company Sponsored Self Sponsored Please Tick (√)

D. SUBMITTED BY (To be filled if sponsored by company)

SBL Non Contributor Please Tick (√)

Name : _____ Designation : _____
 Company Name: _____
 Company Address : _____
 Tel No. : _____ Fax No. : _____ E-mail Address : _____
 FMM Membership No: _____ My Corporate Identity No : _____ GST Registration No : _____

E. DECLARATION

I hereby declare that the information provided is correct and complete.

Signature of Participant: _____ Date: _____

Payment Advice:

Enclosed cheque/bank draft No. _____ for RM _____ being payment for _____ participant(s) made in favour of "FMM Institute".

Please fax or mail the registration form to :

Pn. Nora Liza / Pn Norsyamira Tel : 03-62867200 Fax : 03-62776712
 Wisma FMM, No 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur.
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