

PwC Remchannel External Training

Name of training

Excel workshop for Remuneration Practitioners

Presented by Dianne Auld

Info on training (what it is about etc.)

Target Audience:

Remuneration, HR or Payroll Specialists, Assistants or Managers, who would like to improve their Excel skills and learn specific techniques to aid them with the analysis of market and organisation remuneration data

Level of workshop:

A basic to Intermediate knowledge of Excel is required before attending the workshop

Summary of workshop content:

Remuneration of employees in this day and age is intricately woven into and spun out of the very fabric of the business strategy of leading organisations. The field of reward/remuneration management has taken on notable proportions as companies realise that the single biggest cost they have is the salary bill and that they are reliant on their employees for achieving their business objectives.

In order to equip reward practitioners with the necessary skills to analyse market and organisation data effectively, it is essential that the specific Excel skills required be developed to achieve business objectives.

This is a practical workshop covering the essential Excel skills required to analyse market and organisation remuneration information.

Aspects covered in detail during the course of the workshop are the following:

1. Importing and formatting remuneration data
2. Valuing the Total Package (incl vlookup & if statements)
3. Validation of remuneration data
4. Sub-totalling remuneration data
5. Comparing market data and conditional formatting
6. Statistics for remuneration data
7. Graphing remuneration data
8. Scattergrams and trend lines
9. Distribution tables and graphs
10. Pivot tables and goal seek

A workbook will be provided with detailed (click by click) instructions on how to carry out every function demonstrated. The workbook covers both Excel 2003 and Excel 2007. A disc will also be provided to each delegate with all training and exercise spreadsheets used during the workshop.

Each section will consist of a half hour session where the Excel functions are demonstrated and performed together with the class, followed by a half hour exercise session, where the delegates will carry out the same functions on their own with a different data set. The class is limited to 12, so there will be intensive instructor assistance provided during the exercise sessions.

	<p>Training will be done on Excel 2007.</p> <p>Apart from the main content, many shortcuts and time saving techniques will be demonstrated during the two days to improve productivity on Excel.</p> <p><u>Information about the facilitator:</u></p> <p>Dianne Auld who will present the workshop has over 20 years of experience in human resource management, focused on remuneration. She consults on all aspects of reward, including reward strategy, salary surveys, job evaluation, broad banding, pay structuring and incentive design.</p> <p>Dianne is an accredited trainer for the Worldatwork Global Remuneration Professional courses. The courses offered complement the Global Remuneration courses, in providing practical application of theoretical concepts in the South African market, taking into account local practices, taxation and legislation. The Excel course provides the techniques to value and analyse remuneration data on spreadsheet software rather than calculators.</p>
Cost of training per person	R4,600 (excluding VAT)
Venue of training	To be confirmed closer to the date
Region of where training will be presented (e.g. Gauteng)	Gauteng
Contact person who will handle the bookings (Name of person, tel no, email address)	<p>Anita Wing</p> <p>Tel: (011) 615 -2149</p> <p>Mobile: (082) 418 -3554</p> <p>anita.wing@za.pwc.com</p>
Time of event	<p>4 courses scheduled:</p> <ul style="list-style-type: none"> • 23 & 24 May 2011 • 1 & 2 August 2011 • 24 & 25 October 2011

Name of training

Pay Structuring workshop for Remuneration Practitioners

Presented by Dianne Auld

Info on training (what it is about etc.)

Target Audience:

- Newer practitioners in the remuneration field
- Seasoned remuneration and reward practitioners requiring skills update or "refresher" training on the underlying concepts and theory of pay structuring.

Summary of workshop content:

To consistently pay "enough" to retain and attract people of the required calibre and skills without paying "too much" is the ultimate test of judgement, requiring expertise and considerable experience. How many of us are able to delegate this responsibility to appropriately qualified staff?

This is a practical workshop covering the essential skills required to draw up pay structures for the organisation, balancing out the myriad of conflicting issues such as internal equity, external equity, organisation culture, cost of implementation and economic influences.

Aspects covered in detail during the course of the workshop are the following:

1. Terminology, concepts and purpose of pay structuring (Overview of Pay Structuring)
2. Grade Basis for Pay Structure
3. Pay Base for Pay Structure
4. Market Positioning for Pay Structure
5. Pay Structure Mechanics; Pay Slope, Pay Ranges, Pay Overlap, Smoothing the Pay Curve
6. Drawing up a Pay Scale
7. Costing Anomalies
8. Reviewing Pay Structures
 - External Factors: pay movements, inflation, benefit trends, economy, tax changes and socio-political issues.
 - Internal Factors: organisational profitability, cost constraints, labour turnover, bargaining unit negotiations.

The workshop includes a detailed build up case study done in groups to reinforce learning on each aspect. All formulae / calculations are demonstrated both manually and on Excel, and all Excel spreadsheets with applicable formulae are sent to the delegates after the workshop

Information about the facilitator:

Dianne Auld who will present the workshop has over 20 years of experience in human resource management, focused on remuneration. She consults on all aspects of reward, including reward strategy, salary surveys, job evaluation, broad banding, pay structuring and incentive design.

Dianne is an accredited trainer for the Worldatwork Global Remuneration

	Professional courses. The courses offered complement the Global Remuneration courses, in providing practical application of theoretical concepts in the South African market, taking into account local practices, taxation and legislation.
Cost of training per person	R4,400 (Excluding VAT)
Venue of training	To be confirmed closer to the date
Region of where training will be presented (e.g. Gauteng)	Gauteng
Contact person who will handle the bookings (Name of person, tel no, email address)	Anita Wing Tel: (011) 615 -2149 Mobile: (082) 418 -3554 anita.wing@za.pwc.com
Time of event	<ul style="list-style-type: none"> • 28 & 29 March 2011

Name of training**Incentive Design Workshop for Remuneration practitioners*****Presented by Dianne Auld*****Info on training (what it is about etc.)**Target Audience

- Newer practitioners in the remuneration field
- Seasoned remuneration and reward practitioners requiring skills update or "refresher" training on the principles and practice of incentive design.

Summary of workshop content:

Designing incentives that are aligned to the business strategy, motivational to employees and cost effective, is one of the greatest challenges in compensation. Many HR practitioners understand incentives at a theoretical level, but do not have the practical skills to apply the theory to their own business, to introduce new incentives or to improve / change incentives that are not working.

This is a practical workshop covering the essential skills required to design incentive schemes for the organisation, balancing out employer and employee needs, and driving behaviours aligned to business goals.

Aspects covered in detail during the course of the workshop are the following:

1. Overview of Incentives
2. Incentive Alignment – Internal and external
3. Incentive Design – Pre Design Issues
4. Incentive Design 1 – Eligibility – Basis for inclusion / exclusion / selection
5. Incentive Design 2 – Measures – Appropriate measures, level and frequency of measurement
6. Incentive Design 3 – Financial Controls – methods of funding, thresholds and caps, motivation
7. Incentive Design 4 – Gain / Payout Relationship – stepped, continuous gain, payout ramps
8. Incentive Design 5 – Distribution - types, frequency, variable pay transition, retention
9. Communication and Implementation

The workshop includes a detailed case study, done in build up sections. An incentive design builder template is provided to all students for use with future incentive design work.

Information about the facilitator:

Dianne Auld who will present the workshop has over 20 years of experience in human resource management, focused on remuneration. She consults on all aspects of reward, including reward strategy, salary surveys, job evaluation, broad banding, pay structuring and incentive design.

	Dianne is an accredited trainer for the Worldatwork Global Remuneration Professional courses. The courses offered complement the Global Remuneration courses, in providing practical application of theoretical concepts in the South African market, taking into account local practices, taxation and legislation.
Cost of training per person	R5,200 (Excluding VAT)
Venue of training	PwC Sunninghill
Region of where training will be presented (e.g. Gauteng)	Gauteng
Contact person who will handle the bookings (Name of person, tel no, email address)	Anita Wing Tel: (011) 615 -2149 Mobile: (082) 418 -3554 anita.wing@za.pwc.com
Time of event	<ul style="list-style-type: none"> 13 & 14 June 2011

Info on training (what it is about etc.)Target Audience

- HR specialists or Remuneration practitioners involved in profiling jobs and conducting job evaluations within organisations

Level of workshop

- Basic job profiling and evaluation skills for newer HR or Remuneration practitioners

Summary of workshop content:

Aspects covered in detail during the course of the workshop are the following:

1. From Job analysis to work profiling: do traditional procedures still apply?
2. Choice of job profiling template: one size fits all?
3. Job Profiling: a practical application covering the basic steps involved in job profiling:
 - Step 1: Identifying and describing tasks
 - Step 2: Identifying critical competencies
 - Step 3: Linking tasks and competencies
 - Step 4: Documenting job profile results
4. Job Evaluation process and principles
5. Paper-based Job Evaluation systems
6. Paterson Job evaluation
7. Computerised/ on-line Job Evaluation systems
8. Introduction to Broad Banding

Information about the facilitators:

Minda Botha holds an Honours degree in Industrial Psychology from the University of Johannesburg and a Masters degree in Education. Minda is an experienced Human Resources generalist with a comprehensive and strategic understanding of compensation, HRM, Payroll, Human Resources risk management and organisation transformation. Able to devise and implement coherent Human Resources Strategies whilst improving internal processes and procedures, she has worked in the field of remuneration and reward management in medium and large sized organisations such as Rand Water, Technikon Witwatersrand, Frigoglass and National Development Agency for more than 15 years, mostly as a generalist HR practitioner. Her area of specialisation is Job Evaluation.

Suzelle du Preez obtained a Bachelors of Artium Honours Degree in Psychology from the former Potchefstroom's University for Christian Higher Education (PU for CHE) and over 20 years of experience as a HR Practitioner, Specialist and Manager.

Suzelle has worked across both private and public sectors, local and international and her clients include: Coca-Cola SA, State Audit Institution in

	<p>the United Arab Emirates, Department of Home Affairs, W&R Seta, African Capacity Building Foundation in Zimbabwe, Local Government; District Councils and Municipalities, Department of Minerals and Energy, Medical Schemes; GEMS and Bonitas.</p> <p>Suzelle's key areas of expertise and focus include:</p> <ul style="list-style-type: none"> • HR Policy and procedures review, implementation and maintenance • HR Best practice benchmarking • Organisation structure design and development • Job profiling, evaluation and grading • Recruitment, selection and appointments • Performance Management; appraisals and performance plans • Payroll and reward management • HR Strategy and transformation • Competency based assessment including skills audits • HR audits and HR effectiveness performance audits
Cost of training per person	R4,400 (Excluding VAT)
Venue of training	To be confirmed closer to the date
Region of where training will be presented (e.g. Gauteng)	Gauteng
Contact person who will handle the bookings (Name of person, tel no, email address)	<p>Anita Wing Tel: (011) 615 -2149 Mobile: (082) 418 -3554 anita.wing@za.pwc.com</p>
Time of event	<ul style="list-style-type: none"> • 21 & 22 September 2011

Info on training (what it is about etc.)Target Audience

- Line managers who are responsible to understand; explain and manage Employee Reward according to their company's Total Reward Strategy and Philosophy
- HR generalists with little or no knowledge of reward management
- Newer Remuneration practitioners that need a Basic overview of Reward Management principles

Level of workshop

- Basic Remuneration & Reward management principles and application

Summary of workshop content:

Understanding Total Rewards and managing Employee Reward has become critical in organisations who wish to attract, motivate and retain the right employees in order to deliver business success.

Often Line Managers are expected to make decisions regarding Employee Reward and this course (specifically aimed at line managers) will equip line managers with the ability to understand, explain and manage Employee Reward in line with their organisation's Total Reward Strategy and Philosophy.

The course is presented through a practical and hands-on learning approach incorporating many practical exercises and case studies

Aspects covered in detail during the course of the workshop are the following:

1. The business challenge
2. Understanding employee needs
3. The employment life-cycle
4. Total Reward Management
5. The Employee Value Proposition (EVP)
6. Remuneration Philosophy & Strategy (practical case study)
7. Understanding different remuneration structures
8. An overview on pay structures & positioning employees within the pay structure
9. Job Evaluation principles
10. Remuneration Benchmarking and job matching
11. Determining remuneration when making offers and attracting employees (practical case study)
12. Conducting the annual salary review (practical case study)
13. The Reward Environment (practical case study)
14. Communicating pay information
15. Practical checklists for managers

	<p><u>Information about the facilitator:</u></p> <p>Chrisilla Kohary holds a Masters degree in Industrial Psychology from the University of Johannesburg. She published her research article on short-term incentive schemes in the SA journal of Human Resource Management in 2007, and in 2007 she was also awarded the South African Reward Practitioner of the year award by the South African Reward Association for her work done at Cell C on reward metrics and a reward training academy. She has 6 years specialist remuneration and reward management experience along with 3 years of HR generalist experience.</p>
Cost of training per person	R5,000 (Excluding VAT)
Venue of training	To be confirmed closer to the date
Region of where training will be presented (e.g. Gauteng)	Gauteng
Contact person who will handle the bookings (Name of person, tel no, email address)	<p>Anita Wing Tel: (011) 615 -2149 Mobile: (082) 418 -3554 anita.wing@za.pwc.com</p>
Time of event	<ul style="list-style-type: none"> • 6 & 7 July 2011