

TOTAL REWARDS WORKSHOP



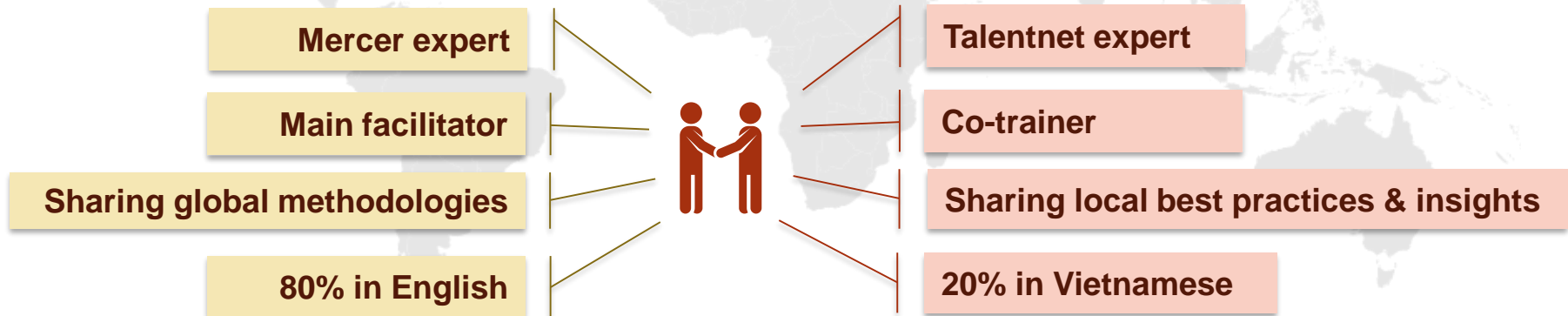


INTRODUCTION

Many obstacles get in the way of Human Resources (HR) success: budget pressures, employee demands, disruptive new technologies and even the unexpected pandemic – COVID-19. The HR functions have been stretched, having to deal with staff shortages while maintaining the balance between company resources and employee's expectations.

With an aim to support the HR professionals and build up the higher-performance workforce in Vietnam, especially in the area of total rewards, Talentnet-Mercer workshops are designed for participants to be equipped with **global methodologies**, **worldwide best practices** and **real internal HR experiences** to help make your organizations succeed.

For the very first time, Talentnet in association with Mercer, proudly introduces the new training model that combines the best of both world: **global perspectives from Mercer** and **local insights from Talentnet**.



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- I. Compensation & Benefits Overview
- II. Building Fundamentals of Compensation
- III. Role Analysis and Job Evaluation
- IV. Developing Functional Matrix & Job Descriptions
- V. Designing Grades and Salary Structure
- VI. Pay for Performance
- VII. Advanced Total Rewards Strategy
- VIII. Workforce Metrics & Analytics
- IX. Competency Based Interview (CBI)

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TRAINING WORKSHOP



COMPENSATION & BENEFITS OVERVIEW

This workshop provides an overview on the fundamentals of **compensation & benefits** scheme that aligned with **business strategies**

01. Total Rewards **Framework** and Pay **philosophy**

02. Understanding of basic compensation **terminologies** and **compensation benchmarking**

03. Overview of **3P Compensation concept** - Pay for Position, Person & Performance

04. Focus on **Pay for Position** – Overview on Job evaluation

05. Brief introduction to **design grades & salary structure** - Implementation guidelines

COMPENSATION & BENEFITS OVERVIEW

Target: for non-C&B professionals

- HR professionals who want to explore or pursue career in C&B / Total Rewards area
- Managers who are involved in the process of performance appraisals for their employees including salaries review, promotion raise as well as salaries offering, etc.

DAY 1:

From 8:00 am to 12:00 pm

1. Fundamental Frameworks
2. The '3-P' Compensation Mix Concept
3. Compensation Terminologies
4. Data Analysis

DAY 2:

From 8:00 am to 12:00 pm

5. Pay for position
 - 5.1. Job Evaluation
 - 5.2. Grade Structure
 - 5.3. Pay Structure
6. Pay Structure Implementation
7. Reflection & Closing



Zoom
Meeting



Vietnamese

Notice: the outline is subjected to change based on participants' profile and will be informed on the workshop date

A vertical image on the left side of the slide shows a desk with a laptop displaying code, a potted plant, and a bottle of Club-Mate.

➤ BUILDING THE FUNDAMENTALS OF COMPENSATION

This workshop provides in-depth education on the fundamentals of compensation that aligned with business strategies

01. Total Rewards **Framework** and Pay **philosophy**

02. Key principles for organizing and structuring **compensation elements**

03. Understanding of basic compensation **terminologies** and **compensation benchmarking**

04. Overview of **3P Compensation concept** - Pay for Position, Person & Performance

05. Focus on **Pay for Position** – Overview on Job evaluation

06. Brief introduction to **design grades & salary structure** - Implementation guidelines



BUILDING THE FUNDAMENTALS OF COMPENSATION

Target: C&B / Rewards professionals who are involved in developing, managing and facilitating compensation programs and rewards policy for the organization

DAY 1:

From 8:00 am to 12:00 pm

1. Fundamental Frameworks
2. The '3-P' Compensation Mix Concept
3. Use of Surveys
4. Analysis of Survey Results

DAY 2:

From 8:00 am to 12:00 pm

5. Pay for position
 - 5.1. Job Evaluation
 - 5.2. Grade Structure
 - 5.3. Pay Structure
6. Pay Structure Implementation
7. Reflection & Closing



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ROLE ANALYSIS AND JOB EVALUATION

**This workshop
provides solid
understanding on
methodologies
of
Mercer
International
Position
Evaluation (IPE)**

01. Understand the differences between a Role and a Job - Learn the steps to **role analysis**
02. Fundamentals of position evaluation & principles of conducting **evaluation interviews**
03. Application of **organization sizing** & impact on position evaluation outcomes
04. Detailed understanding of **Mercer IPE methodology**
05. Practice exercise of conducting evaluation across **5 factors** & **12 dimensions** of IPE
06. Overview on **applications of position evaluation** across HR & organizational processes



ROLE ANALYSIS AND JOB EVALUATION

Target: HR and C&B professionals who are involved in developing, managing and facilitating compensation programs and rewards policy for the organization

DAY 1:

From 8:00 am to 12:00 pm

1. The concept
 2. Approaches of job evaluation
 3. Role clarification
 4. Mercer's IPE Overview
 5. Mercer's IPE – Conducting job evaluation – Factor 1
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DAY 2:

From 8:00 am to 12:00 pm

6. Mercer's IPE – Conducting job evaluation – Factor 2 to Factor 5
7. Calibration process & Applications of IPE
8. Assessment: Case Study



Zoom
Meeting



English &
Vietnamese



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DEVELOPING FUNCTIONAL MATRIX & JOB DESCRIPTION

This workshop provides knowledge on how to develop **Functional Matrix** and design **Job Description**

01. **Purpose** and **benefits** of Functional Matrix and Job Description
02. **Methodologies** and **techniques** for developing Functional matrix for departments and Job description for positions
03. **Hand-on practical skills** on how to define department's areas of responsibilities and allocate key responsibilities to positions differently
04. **Hand-on practical skills** on how to update job description based on the department's new functional matrix



DEVELOPING FUNCTIONAL MATRIX & JOB DESCRIPTION

Target: Managers and HR professionals who are interested in standardizing organizational structure, role analysis and updating job descriptions

AGENDA

1. Benefits of Functional Matrix and Job Description
 2. Steps to develop Functional Matrix (FM)
 - a. The Main Items of a FM
 - b. How to develop a FM
 3. Steps to design Job Description (JD)
 - a. The Main Items of a JD
 - b. How to design a JD
 4. Practice Session
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DESIGNING GRADES & SALARY STRUCTURE

This workshop provides knowledge on structuring and positioning the organization pay structure

01. **Methodologies** and **techniques** for designing internal grading and salary structure

02. **Hands-on practical skills** needed to perform actual salary structure design by looking at the market data, internal progression requirements as well as grades structure

03. Supplement theoretical and technical knowledge of grade levelling, salary structure design and addressing **challenges in implementing pay ranges** across levels for attracting and retaining the modern workforce



DESIGNING GRADES & SALARY STRUCTURE

Target: HR and C&B professionals who are involved in developing, managing and facilitating compensation programs and rewards policy for the organization

DAY 1:

From 8:00 am to 12:00 pm

1. Pay for Position Principle
2. Grade Structure Concept
3. How to design grades
4. Salary Structure Concept
5. Number of salary structures

DAY 2:

From 8:00 am to 12:00 pm

6. Market Reference Point
7. Value in the full range
8. Steps to design salary structure
9. Pay Structure Implementation
10. Reflection & Closing



Zoom
Meeting



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Vietnamese

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➤ PAY FOR PERFORMANCE

This workshop provides understanding on the shift from merit salary increases to **variable pay, and create **long-term rewards plan****

01. Methodologies on **Pay for Performance** concept

02. The positioning of **Incentives** within Total Rewards

03. **Context** and **Purpose** of Short (STI) and Long-term incentives (LTI) plans

04. An outline of variable pay i.e **Short (STI) and Long-term incentives (LTI)** design process

PAY FOR PERFORMANCE

Target: HR professionals, Total Rewards specialists, compensation and benefits managers who want to understand and gain an overview of variable pay

AGENDA

1. The purpose and context of variable pay and pay-mix
 2. Applying basic short-term incentive design principles to your organization and calibration of results to rewards
 3. What are key performance considerations
 4. Reviewing the returns on the incentive spend
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Meeting




English &
Vietnamese

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ADVANCED TOTAL REWARDS STRATEGY



**This workshop
is designed
as a learning
platform to
provide **practical
solutions**
and **best
practices** in
formulating
a **Total
Rewards
strategy****

- 01.** Gain an understanding of how Total Rewards fits into the overall **employment deal**

- 02.** Review the **different components** of Total Rewards

- 03.** How rewards can be used to '**Attract and Retain**' key talent

- 04.** Review how Total Rewards can vary for different **employee segments**

- 05.** Consider changes in **external environment** and impact on Total Rewards

- 06.** **Framework** to develop a Total Rewards strategy



ADVANCED TOTAL REWARDS STRATEGY

Target: HR and C&B / Rewards leaders who are involved in planning and establishing compensation programs and rewards strategy for the organization

DAY 1:

From 8:00 am to 12:00 pm

1. Total Rewards strategy
2. Shift in Total Rewards
3. Further disruption to Total Rewards
4. Rewards Function is Evolving
5. Make Rewards Decision from Multiple Lens (part 1)

DAY 2:

From 8:00 am to 12:00 pm

6. Make Rewards Decision from Multiple Lens (part 2)
7. Make Rewards Decision from Multiple Lens (part 3)
8. Implementation & Communication
9. Engaging Employees through Effective Benefits Communication
10. Future of Rewards



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Meeting



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Vietnamese

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WORKFORCE METRICS & ANALYTICS

This workshop is designed to provide a detailed roadmap for effectively **leveraging metrics and analytics** in your organization

01. Understand how to focus your metrics and analytics efforts to get **real impact**
02. Use analytics to gain **actionable insights** to make data-driven, fact-based **workforce decisions**
03. Tell an **effective story** with data that can engage your audience
04. Learn different types of workforce metrics from **best practices** of advanced organizations



WORKFORCE METRICS & ANALYTICS

Target: HR professionals, analytics and workforce planning heads, HRBPs and business leaders who are interested in utilizing data to obtain workforce insights

AGENDA

1. Redefining the Starting Point
 2. First Step: Determining Impact
 3. Second Step: Selecting Metrics
 4. Third step: Choosing Data
 5. Forth step: Analyzing Findings
 6. Fifth step: Taking A Story with Data: Sharing Findings
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A top-down view of a wooden desk. In the top left, there is a white ceramic cup filled with dark coffee, topped with a thick layer of brown foam. To the right of the cup is a small, light-colored cookie. Below the cup, a person's hand is visible, holding a black pen and writing on a notebook. The notebook has a white cover with some text and a small illustration. The person is wearing a grey sweater and a silver ring on their ring finger. The background is a warm, orange-brown color with a white diagonal stripe.

➤ COMPETENCY BASED INTERVIEW (CBI)

This workshop provides fundamental knowledge on **Competency based interview (CBI)** and how to apply it in different areas, especially in **assessment center**

01. What are **competencies** and **competency frameworks**
02. **Application** of CBI in organizations and when to use it
03. **Structure** and **techniques** of a competency based interview
04. CBI **questioning skills** and **evaluation process** after interview
05. **Practice session**

COMPETENCY BASED INTERVIEW (CBI)

Topic	Content	Outcome
Context of CBI	<ul style="list-style-type: none"> Overall objectives of CBI Definition of competency and competency framework When and why CBI should be used 	<ul style="list-style-type: none"> Participants understand the purposes and application of CBI
Conducting a competency-based interview	<ul style="list-style-type: none"> Structure of CBI Principles and process of conducting a CBI Questioning skills and samples Evaluation, scoring, rating process 	<ul style="list-style-type: none"> Participants understand how to conduct a competency based interview in recruiting assessment as well as performance assessment
Practice sessions	<ul style="list-style-type: none"> Practices in group and role-play Reflection and closing 	<ul style="list-style-type: none"> Participants understand the use of CBI Participants come up with interviewing checklists – Do's and Don'ts for interviewers



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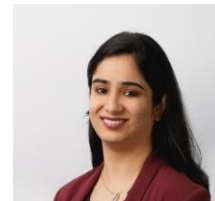


ABOUT OUR FACILITATOR

FACILITATOR'S PROFILE

ROLE

Mansi is Principal and Business Growth Manager of the Career business in Mercer's Singapore office that focuses on rewards solutions, products and services for clients across multiple industries. She is a certified trainer for Mercer's International Position Evaluation (IPE) and has extensive experience in various applications of the methodology.



Mansi Shetty

EXPERIENCE

In her role she is enforced to drive the business strategy for the Careers product business across various facets of compensation, benefits, employee engagement, smart pay solutions, trainings and regional client relationships across industries like Life Sciences, Logistics & Shipping, Consumer Goods and Retail sectors. She leads a team of Industry specialists & consultants who engage and deliver rewards solutions and consulting projects across domains and industries.

She is key trainer & content designer for Mercer's Learning workshop series and customized in-house trainings addressing client needs. She has led various consulting projects for clients across Total Rewards, compensation analytics, job evaluation, grade design, salary structure, etc. She also has rich experience in both corporate and consulting world for the last 15 years. She has advised and managed large sized projects for both public & private sector organizations.

Prior to joining Mercer, Mansi has worked for IT and Services organizations in the area of Total rewards, Performance management, HR Automation, Systems Integration, HR policy design and Business partner HR. She has been working in Mercer for last 10 years, 6 years of which have been spent already in Singapore market.

EDUCATION

Mansi holds a Masters degree in Human Resource and Organizational Development from Delhi School of Economics, India.

FACILITATOR'S PROFILE

ROLE

Hannah is a Consultant from the Mercer Career Products business in Singapore. She has also partnered with clients from a wide range of industries in Singapore and the region for Total Rewards consulting projects.



Hannah Nguyen

EXPERIENCE

Hannah has worked extensively on salary survey, compensation and benefit benchmarking, job evaluation, salary structure review and design. She has also worked closely with the Senior Managers for projects on executive compensation benchmarking, long term incentive design and non-executive director's fee review. She has recently delivered global salary structure and implementation for a leading FMCG across different countries in the region and a salary structure review for a Singapore-headquartered real estate companies in all APAC locations.

She has vast experiences in project management of high complexity and multiple stakeholders, most notably her involvement as a project manager for a Benefit and Compensation custom survey sponsored by a statutory board in Singapore. She also co-leads High Tech Manufacturing Industry (HRMC) compensation and benefits survey in Singapore.

Before Mercer, Hannah has also worked with Willis Towers Watson as a rewards consultant managing varied industries in Singapore & Vietnam market, including advisory work for clients.

EDUCATION

Hannah holds a B. Social Sciences (Hons) degree in Economics from the National University of Singapore .

FACILITATOR'S PROFILE

ROLE

Thuan Le is Principal of Talentnet with extensive knowledge and experience in Human Resources Management, particularly in people development, organizational change and total rewards. Thuan Le brings with him a total of more than 30 years of experience from working in various industries including Oil & Gas, FMCG, Manufacturing, Hospitality, Financial Services and Human Resources Consulting for Vietnam, Asia Pacific and Australia Regions



Lê Đức Thuận

EXPERIENCE

In his role, he has led and delivered Human Resources Consulting Services to many key clients include VietA Bank, Toshiba, Hung Vuong Insurance, Ho Chi Minh City Security Company, Vingroup, CityLand, SABECO, MSB, BIDV, Vietbank, Sun Group, Gemadept, TEKCOM, etc. for services such as Human Resources Management System, Job Analysis and Job Description, Job Evaluation, Salary Structure, Human Resources Capability Uplift Training Program, Performance Management System, Leadership Competency Framework, Outplacement Services, etc.

Prior to joining Talentnet, Thuan Le has worked for many multinational companies and local companies as Head of Human Resources of Vietnam/North East Asia such as Schlumberger, Nestlé, BlueScope Steel, Transocean, KS Drilling, Pavo Capital and Empire Hospitality. He also was the Compensation and Benefits Manager of Asia Pacific and Australia Regions for Transocean

EDUCATION

Thuan Le graduated with a Bachelor degree in Business Administration from the National Economics University, Hanoi, Vietnam. He attended several training programs on Human Resources Management and Leadership Development Program organized by world leading companies such as Schlumberger, Nestle, Transocean, BlueScope Steel as well as training courses of Mercer and Korn Ferry (HAY Group) on Total Rewards Management.

FACILITATOR'S PROFILE

ROLE

Hoa is the Senior Principal in HR Consulting at Talentnet Corporation. Her background and experience has been highly focused on HR consulting area in Vietnam and financial management in Canada.



Hoa Nguyễn

EXPERIENCE

Hoa has extensive experience working with leading local and multinational companies across industries such as Banking, Financial Services, Property, Consumer Goods, High Tech, Pharmaceutical, Chemical, Manufacturing, Oil and Mining, etc. in the areas of reward and non-reward HR consulting such as HR audit, organizational structure review, M&A, job description design, HR policy, salary structure design, benefits scheme design, performance management and bonus system design. She has good understanding of the Vietnamese labour market and strong relationship with HR leaders within this field.

Being one of the leading HR consultants in Vietnam, Hoa has written a number of articles about HR trends for newspapers and magazines in Vietnam. Also, she has been invited as guest speaker for numerous local as well as regional events to share about the latest trends and practices of Vietnam labour market.

EDUCATION

Hoa graduated with a Bachelor degree in Commerce from Economics University of HCM city, Vietnam. After that, she continued her study in Canada and obtained a Diploma in Finance with distinction from Seneca College of Ontario, Canada. Later on, she continued her study up to the final level of the Certified General Accountant (CGA) professional program.

When going to HR consulting field, she has undertaken numerous HR professional training courses provided by leading local and international HR training providers. She also joined prestigious seminars both in Vietnam and overseas to get the most updated HR trends in the region and in the world.

FACILITATOR'S PROFILE

ROLE

Phuong Nguyen is currently Director of HR Consulting unit and formerly Director of Executive Search department at Talentnet Corporation.



Phường Nguyễn

EXPERIENCE

Possessing more than 15 years' experience in the Executive Search and Recruitment fields, Phuong also has deep experiences as a Human Resource Advisor. Under her leadership, her teams reliably support clients in various industries such as Consumer Goods, Pharmaceuticals, Manufacturing, Oil & Gas, Hi-Tech, Banking & Financial Services, etc. in area of exploring for the most appropriate candidates for key positions within even the most matrixed organizations.

Phuong is an integral member of HR Advisory team for various consulting projects such as Outplacements – Workforce Reduction (Credit Agricole, Philip Morris, Diageo, Nokia Siemen, Ikea); Competency Assessments (Unilever, Thai Tuan, Diageo, Vietinbank); CBI Training (VP Bank, Lien A, Yusen Logistics, Vinafco); Performance Management Systems (PPOC); Competency Framework Development (Vinamilk); Salary Structures (Thai Tuan, Digiworld, Phu My Fertilizer, Huda-Carlsberg Beer, PV Oil, BIDV, MCredit, SeABank); Sales Incentives Scheme (BIDV, SeABank); Salary Benchmarking (Generali, Prudential, Yusen Logistics, VinCommerce); Organizational Restructuring (Vinamilk); and Functional Matrix & Job Descriptions (Yeah1, Nhat Tin Logistics, Masan), etc.

She is also the keynote speaker in the Education Open House Seminar hosted by the US Consulate and Australian Trade Commission (Austrade) as well as Advisor for the American Chamber of Commerce (AmCham) Scholarship Program for 5 years.

EDUCATION

Phuong graduated with a Bachelor degree in Business Administration from Education University, Hue, Vietnam. Throughout her exciting career in the HR field, Phuong continues to extend her professional knowledge in Human Resources Management, Leadership Development Program by local and international HR training providers.



HOW TO REGISTER

YOUR INVESTMENT

ONLINE Workshop Fee (included of 10% VAT):

4,500,000 VND / person / workshop

OFFLINE Workshop Fee (included of 10% VAT):

5,500,000 VND / person / workshop

WHAT YOU WILL RECEIVE?



Mercer global methodologies combined with implementation experiences from **Talentnet** experts



Pre-workshop materials from **Mercer e-learning program**



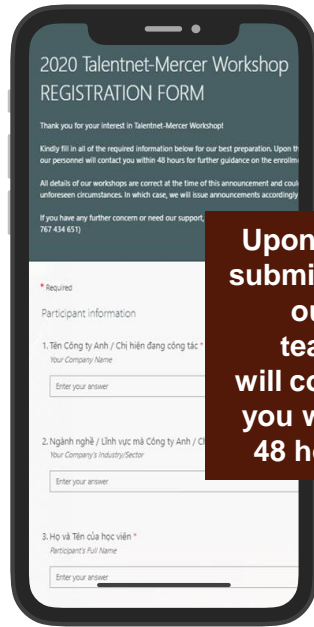
Certified **training materials** (soft-copy)



Certification of workshop completion from Mercer



HOW TO REGISTER?



2020 Talentnet-Mercer Workshop
REGISTRATION FORM

Thank you for your interest in Talentnet-Mercer Workshop!

Kindly fill in all of the required information below for our best preparation. Upon it, our personnel will contact you within 48 hours for further guidance on the enrolment.

All details of our workshops are correct at the time of this announcement and could unforeseen circumstances, in which case, we will issue announcements accordingly.

If you have any further concern or need our support, please contact us at 767 434 631.

* Required

Participant information

1. Tên Công ty Anh / Chi hiện đang công tác *
Your Company Name

2. Ngành nghề / Lĩnh vực mà Công ty Anh / Công ty đang hoạt động *
Your Company's Industry/Sector

3. Họ và Tên của học viên *
Participant's Full Name

**Upon your
submission,
our
team
will contact
you within
48 hours**



By filling your information here: <https://bit.ly/2QTI8Yy>



SPECIAL OFFER

≥ 3 pax: discount **5%**

≥ 5 pax: discount **7%**

%

 Registration closes **03** days prior to workshop date

 Payment or proof of payment (PO) is required at least **01** days prior to workshop date

CONTACT US



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