

# Mercer Learning 2023 Singapore workshop series

## Mercer Total Rewards Strategy (TRS) Certification

Creating a rewards strategy that differentiates your employee value proposition.

Basic level certification		Intermediate level certification		Advanced level certification	
Workshop 1	Building the fundamentals of compensation	Workshop 1	Pay for performance: designing salary increment matrix	Workshop 1	Advanced total rewards strategy
Workshop 2	Mercer's international position evaluation (IPE) methodology	Workshop 2	Pay for position: designing grades and salary structure	Workshop 2	Advanced job evaluation
Workshop 3	Microsoft excel for compensation management	Workshop 3	Pay for performance: short-term incentives and variable pay design		
Workshop 4	Getting started with benefits	Workshop 4	Pay for performance: sales incentive plan design		
		Workshop 5	Working with real world HR data		

### Why Mercer's total rewards strategy certification?



Strengthen your skills as a Total Rewards Professional



Practice-driven content by subject matter experts



Shape your career with the critical skills to design and manage reward programs



Mercer's compensation workshops are certified by WorldatWork®\*

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(2022 WorldatWork accreditation in process)

# Program 1

## Basic level certification

This 5-workshop program provides an all-round understanding of compensation philosophy, strategy, and compensation and benefits elements. Learn about Mercer's International Position Evaluation (IPE) methodology and its application. We will also look at how to leverage data to manage compensation effectively. And we will provide you with practical tools and techniques on how to use MS Excel to manage day to day HR data analysis and reports efficiently.

### 01 Building the fundamentals of compensation

Apr 13-14, Jul 13-14, Sept 21-22

 09:00-12:00 SGT

**SGD 800 + 8% GST**

- Total Rewards Framework and pay philosophy
- Key principles for organizing and structuring compensation elements
- Overview of 3P Compensation concept - Pay for Position, Person and Performance
- Understanding of basic compensation terminologies and how to use survey data
- Compensation Analysis and Review
- Focus on Pay for Position – Overview on Job evaluation, Grade design and Pay Structure Design
- Implementation guidelines

### 02 Mercer's international position evaluation (IPE) methodology

May 11-12

July 27-28

October 19-20

 09:00-12:00 SGT

**SGD 850 + 8% GST**

- Understand the differences between a role and a job
- Learn the steps to role analysis
- Fundamentals of job evaluation and principles of conducting evaluation interviews
- Science of Mercer IPE methodology
- Practice exercise of conducting evaluation across all 5 factors and 13 dimensions of IPE
- Overview on applications of job evaluation across HR and organizational processes

### 03 Microsoft excel for compensation management

Aug 17

Full Day, Classroom Session

 09:00 - 17:00 SGT

**SGD 1200 + 8% GST**

- Introduction to using excel in day to day compensation benchmarking matters (such as comparison ratio and pay-mix analysis)
- Compile and analyze compensation and benefits data from multiple sources
- Determine salary mid-point by data regression, minimum and maximum of salary ranges and pay adjustment
- Algorithm, logical and text operations, sorting and filtering, charts and lookup functions in MS Excel

### 04 Getting started with analytics

Apr 27-28, Sept 14-15

 14:00-17:00 SGT

**SGD 850 + 8% GST**

- Introduction to the scope of HR analytics and how it benefits the organization
- Focusing metrics and analytics efforts to get real business impact
- Designing of analysis
- Understanding data requirements and data gaps
- Learn smart data visualizations and telling a story with data
- Learn different types of charts and their usage
- Common pitfalls in data visualizations

## Program 2 Intermediate level certification

In today's competitive and volatile business environment, the Human Resource function is called upon to make competitive salary decisions. Participants will learn how to design and implement a scalable compensation program that is suitable for the organization's specific needs. Whether developing a compensation framework, designing salary grades and structure, identifying the ideal mix of rewards, selecting the right performance measures or understanding the application of HR data to facilitate analysis, our intermediate workshops are designed to help you gain the knowledge you need to design and implement a rewards program that is tailor-made for your organization.

### 01 **Pay for performance: designing salary increment matrix**

June 22-23, Aug 24-25,  
October 5-6

 09:00-12:00 SGT

**SGD 800 + 8% GST**

- Understand Mercer's approach on planning and budgeting your company's compensation structure. Developing a framework for annual increment matrix. Objectives and rationale for conducting analysis to update compensation plans.

### 02 **Pay for position: designing grades and salary structure**

May 18-19, Aug 3-4,  
Nov 2-3

 09:00-12:00 SGT

**SGD 800 + 8% GST**

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

### 03 **Pay for performance: short-term incentives and variable pay design**

Jun 15-16, Sept 28-29

 09:00-12:00 SGT

**SGD 800 + 8% GST**

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

### 04 **Pay for performance: sales incentive plan design**

Jul 20-21, Nov 16-17

 09:00-12:00 SGT

**SGD 850 + 8% GST**

- Analysis of sales role and how to determine if they should participate in the sales incentive plan
- Setting of target pay levels, determination of mix between fixed and variable pay and establishing upside earning opportunities
- Selection of right performance measures

### 05 **Working with real world HR data**

May 25-26, Oct 12-13

 14:00-17:00 SGT

**SGD 850 + 8% GST**

- Explore various tools and techniques that can help you facilitate data analysis
- Learn how to work with real life data and transform data into usable format before conducting any analysis
- Learn the basics sentiments with analysis
- Understanding how to work and manage missing data
- Learn statistical methods to replace (impute) missing data
- Understand the various forms of textual data available in HR

## Program 3

### Advanced level certification

Mercer defines Total Rewards as a holistic value proposition that an organization provides to its employees. Employee remuneration is now being discussed in terms not only of pay and allowances but also of non-cash benefits, career development and work-life balance. In this series, we will cover the latest workforce trends for rewarding employees and how you can be prepared to design a holistic approach to Total Rewards. You will learn how to design a rewards plan through a multi-perspective and data-driven approach.

#### 01 **Advanced total rewards strategy**



Oct 26-27

09:00-12:00 SGT

**SGD 850 + 8% GST**

- Framework and Guiding Principles for Total Rewards Strategy
- Understanding the need of designing a Total Rewards structure in view of workforce of the future
- Connecting Total Rewards strategy with organizational strategy
- Learn to develop an effective Total Rewards strategy for the diverse and segmented employee workforce
- Reviewing different components of Total Reward
- Design of Total Rewards Vehicles, Implementation and Communication
- Vehicles of Total Rewards structure
- Mercer's approach for Total Rewards program implementation
- Effective communication of Total Rewards programs
- Practical case studies and exercises across implementing Total Rewards components that fits in your culture

#### 02 **Advanced job evaluation**



Nov 23-24

09:00-12:00 SGT

**SGD 850 + 8% GST**

Job evaluation drives a broader organization objectives from talent development, organization design, compensation framework design, performance management framework. This workshop aims at providing perspectives on various applications of job evaluation using Mercer's IPE, including how to calibrate jobs, create job matrix, market benchmarking, design internal grade levels, title frameworks, link to reward program design, etc. The focus shall be to equip you to apply the IPE methodology as a foundation for the HR interventions in your organization and help you through case studies and group discussions.

Note: This is an advanced level and a basic understanding of job evaluation and Mercer's Position International Evaluation system (IPE factors and dimensions) is required.

Virtual workshop Face to face workshop

## Multiple registration discount

- **Total rewards strategy certification (Complete 11 workshops)**  
Register for all 11 workshops and pay only **SGD 8,075** (save **SGD 1,425**). Upon completion of all workshops, you will receive Mercer Total Rewards Strategy Certification.
- **Basic level certification (Complete 4 workshops at Basic Level)**  
Register for all Basic Level workshops and pay only **SGD 3,145** (save **SGD 555**). Upon completion of all workshops, you will receive Mercer Basic Level Certificate.
- **Intermediate level certification (Complete 5 workshops at intermediate level)**  
Register for all Intermediate Level workshops and pay only **SGD 3,485** (save **SGD 615**). Upon completion of all workshops, you will receive Mercer Intermediate Level Certificate.
- **Advance level certification (Complete 2 workshops at advance level)**  
Register for all Advance Level workshops and pay only **SGD 1,445** (save **255**). Upon completion of all workshops, you will receive Mercer Advance Level Certificate.
- **Individual course selection**  
You may opt to register for individual workshops across different levels. Participants will receive individual certificate for the completed course.
  - 4 workshops at 10% discounts
  - 5 or more workshops at 15% discount

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### Contact Us

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