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- PERSONAL FULFILLMENT ▶

CERTIFIED COMPENSATION PROFESSIONAL® | CCP®

CERTIFICATION AND TRAINING GUIDE

Table of Contents

| | |
|-----------|---|
| 3 | Certified Compensation Professional® (CCP®) |
| 4 | Total Rewards Management (GR1) |
| 6 | Quantitative Principles in Compensation Management (C3E) |
| 8 | Job Analysis, Documentation and Evaluation (GR3) |
| 10 | Base Pay Administration and Pay for Performance (GR4) |
| 12 | Variable Pay – Improving Performance with Variable Pay (GR6) |
| 14 | Business Acumen for Compensation Professionals (C8) |
| 15 | Strategic Communication in Total Rewards (GR9) |
| 16 | Market Pricing – Conducting a Competitive Pay Analysis (GR17) |
| 17 | Regulatory Environments for Compensation Programmes (C1) |
| 19 | Accounting and Finance for the Human Resources Professional (T2) |
| 21 | About the Organisers |
| 21 | Contact Information |

Certified Compensation Professional® | CCP®

Recognised as the world's standard since 1976, the CCP designation demonstrates you possess the essential knowledge to integrate compensation programmes with business strategy, designing and administering base and variable pay programmes, complying with legal and regulatory requirements, and effectively communicating compensation information.

| | | |
|---------|------|---|
| Group A | GR1 | Total Rewards Management |
| | C3E | Quantitative Principles in Compensation Management |
| | GR3 | Job Analysis, Documentation and Evaluation |
| | GR4 | Base Pay Administration and Pay for Performance |
| | GR6 | Variable Pay – Improving Performance with Variable Pay |
| | C8 | Business Acumen for Compensation Professionals |
| | GR9 | Strategic Communication in Total Rewards |
| Group B | GR17 | Market Pricing – Conducting a Competitive Pay Analysis |
| | C1 | Regulatory Environments for Compensation Programmes |
| | T2 | Accounting and Finance for the Human Resources Professional |

Remarks:

- All materials and binders will be in electronic format
- For e-learning arrangement, participant will receive an email invitation to activate a Learner Dashboard (WorldatWork's e-learning platform) account for accessing educational content and pre-recorded videos
- To complete the CCP Certification, participant must pass all modules listed in Group A and Group B
- Completion of Group A modules can also be used towards the completion of the GRP Certification
- Group B modules are only applicable for completion towards the CCP Certification

Total Rewards Management

Certification Exam GR1

Knowing what is required for an effective total rewards strategy will set you apart as a human resources professional. In this course, you will learn how to design and implement a total rewards programme that meets your organisation's specific needs and includes an ideal mix of rewards across the six rewards elements:

- Compensation
- Benefits
- Work-life Effectiveness
- Recognition
- Performance Management
- Talent Development

Designed for new HR professionals, HR generalists and line managers, this course will empower you with the basic skills and knowledge to create a successful total rewards strategy for your organisation. While developed to be an introduction to the total rewards system, the content goes beyond the basics to cover more advanced topics such as aligning total rewards with your organisation's culture, HR goals and business strategy.

Upon completing this course, you will know what drives successful HR rewards programmes through understanding key aspects of total rewards.

What You Will Learn

- **Introduction to Total Rewards**
Learn about the evolution of HR rewards, the total rewards model, strategy and approach, and drivers and elements of total rewards strategy.
- **Compensation**
Discover the factors influencing compensation. Learn about base pay structure and design as well as differential pay and variable pay.
- **Benefits**
Learn what influences benefits and about income protection for benefits and pay for time not worked programme.
- **Work-Life Effectiveness**
Learn the basics of work-life effectiveness, the work life professional and work-life portfolio.
- **Recognition**
Learn about the value of recognition programmes and how to use them to drive results along with the different types of recognition plans and programmes.
- **Performance Management**
Gain knowledge about performance management and learn about pay for performance, principles of merit pay programmes, base pay investment and merit increase guidelines.

Total Rewards Management

Certification Exam GR1

- **Talent Development**

Discover the role of talent development management in total rewards and learn about the types of talent development opportunities and how to measure their effectiveness.

- **Total Rewards — Pulling it All Together**

Finish with a review of the total rewards system, process and design considerations to ensure you walk away with the knowledge to design and implement a total rewards programme tailor-made for your organisation and that communicates the value of total rewards.

Quantitative Principles in Compensation Management

Certification Exam C3E

As a human resources professional, having a solid set of HR statistics and analytics skills is essential for delivering actionable insights for informed decision making to positively impact your organisation's business outcomes. In this hands-on HR statistics course, you will master applied statistics to HR issues and gain analytics skills using Excel.

Topics covered in the course include:

- Learning regularly used statistical tools, including the applications of these tools for total compensation design and administration.
- Recognising the four levels of measurement and the quantitative concepts in HR.
- Finding, collecting, analysing and accurately displaying statistical data in the most effective way.
- Understanding the relevant application of various statistical tools.
- Introduction to increasingly used advanced statistics for decision making, including regression analysis.

This course is part of the CCP and GRP certifications. It is designed for the HR professional seeking a foundational understanding of statistics in compensation management with responsibility in the area of compensation design.

The course is also a helpful refresher for the experienced professional. Participants will need access to Microsoft Excel 2010 or later while completing the course.

What You Will Learn

- **Statistics: Data, Information and Levels of Management**
Discover why HR professionals collect and use data and learn key questions to ask about the variable of interest. Learn about the levels of measurement.
- **Percents and Related Issues**
Dive into percents, individual compa-ratio, department compa-ratio, market index, percent difference, developing salary ranges and percents in compensation management.
- **Time Value of Money**
Understand how the time value of money is directly related to compensation, along with present and future value, compound interest and compound salary growth rate, constant midpoint progression and annuity payments.
- **Statistics: Collecting, Organising, Grouping and Displaying Data**
Learn about populations and samples as well as frequency distributions, including how to organise group and display data.

Quantitative Principles in Compensation Management

Certification Exam C3E

- **Statistics: Lying with Statistics, Graphs and Displays**
Recognise distorted data and commonly used mistakes that distort data.
- **Statistics: Measure of Central Tendency and/or Location**
Gain insights on measures of central tendency, measures of location and percentile bars.
- **Measure of Variability**
Understand measure of variability including range, interquartile range and standard deviation. Also learn about z-scores, including 2-sigma and 3-sigma rules.
- **Statistics: Shapes of Distributions**
Interpret distributions of data and understand the application (both good and poor) of normal distribution.
- **Regression Analysis**
Learn about regression models within the compensation environment, how to develop a regression model, cautions in the interpretation of correlations and multiple regression.

Through this course, you will gain essential knowledge and skills in compensation statistics and analysis. Through hands-on Excel practice, you will collect and use data for problem solving and decision making that impacts your organisation's business goals and outcomes.

Job Analysis, Documentation and Evaluation

Certification Exam GR3

The right methods of job analysis, documentation and evaluation will help you attract and retain the talent your organisation needs to meet its business goals. In this course, you will review the importance of conducting job analysis in human resources management and discover processes and methods of job analysis to put practice in your role as an HR professional.

In this comprehensive HR job analysis course, you will:

- Review standard practice theory of HR job analysis, documentation and evaluation.
- Discuss current trends in compensation and job analysis.
- Learn methods of job evaluation including quantitative and market-based approaches.
- Gain skills to strategically approach job analysis planning and implementation.

This course is for the HR professional with experience in job analysis. However, it is also designed to be accessible to those who seek to broaden their total rewards perspective and gain expertise in the area of HR job analysis.

What You Will Learn

- **Strategic Overview**
A strategic overview of the elements of compensation, building a base pay structure and terms and definitions will set the stage for deeper learning throughout the course.
- **Job Analysis**
Dive into job analysis and learn about sources of job information, job analysis communication and possible sources of error.
- **Job Documentation**
Learn the types of job documentation, job descriptions, job description formats and job description preparation.
- **Market-Based Job Evaluation**
Learn to differentiate between job evaluation with a market data emphasis and job evaluation with a job content emphasis and discuss key considerations in data collection within the context of market-based job evaluations.
- **Non-quantitative Job Evaluation Methods**
Understand job-content evaluation methods, including ranking and classification methods.

Job Analysis, Documentation and Evaluation

Certification Exam GR3

- **Quantitative Job Evaluation Methods**

Gain depth of understanding on job-content evaluation method, compensable factors, job-component method, point factor method and quantitative plan summary.

- **Selection and Implementation Issues**

Learn about approaches to selecting job-evaluation strategies, gain skills in assessing different strategies and understand potential issues and challenges that may arise during implementation.

After you complete this course, you will have the confidence and expertise in HR job analysis and evaluation to support your organisation's goals of attracting and retaining talent. The course will serve as a powerful refresher for the seasoned HR professional who is already knowledgeable in job analysis and will provide a solid foundation for the professional who is new to the job.

Base Pay Administration and Pay for Performance

Certification Exam GR4

Learn how to design a pay for performance base pay programme that supports your organisation's compensation strategy and attracts, retains and motivates your organisation's talent. This in-depth course will provide you with the skills and knowledge to design, implement and evaluate employee base pay programmes.

Key concepts you will learn and assimilate include:

- Identifying the relationship between the organisation's business strategy and the total rewards programme.
- Understanding key considerations when designing base pay programmes.
- Learning what it takes to implement and deliver base pay programmes, including monitoring and evaluation.
- Examining pay for performance merit pay systems, including development, utilisation and costing.
- Discerning how and when human resources should be involved in mergers and acquisitions.

This course is ideal for the emerging human resources compensation professional who is getting started with developing pay structures. Knowledge of basic mathematical concepts is recommended, including: mean, median, weighted average, compa-ratio, percentiles and calculating percents.

What You Will Learn

- **The Role of Base Pay in Total Rewards**
Learn the elements of compensation, the total rewards design process, the fundamentals of base pay, job evaluation methods and job worth hierarchy.
- **Designing Base Pay Structures**
Gain the skills to design base pay structures, including understanding pay structure design and broadbands.
- **Practical Applications of Base Pay Structure Design**
Develop experience in the market-pricing approach, point factor approach and integrating market data into point factor through hands-on exercises and discussion.
- **Base Pay Implementation and Delivery**
Learn about pay approach, job-based pay, differentials, pay actions, communicating pay actions and new hire pay rates.
- **Pay for Performance and Salary Budgeting**
Understanding pay for performance, compensation strategy and philosophy, principles of merit-pay programmes, base pay investment, merit increase guidelines and components of market-based salary budget.

Base Pay Administration and Pay for Performance

Certification Exam GR4

- **Administering and Evaluating Base Pay Programmes**

Be prepared to monitor pay levels, maintain pay structures and review and audit base pay programmes as well as understand compression.

- **Mergers, Acquisitions and Base Compensation**

Acquire the skills to integrate compensation plans and communicate compensation changes during mergers and acquisitions as well as understand the role of HR and key HR priorities during these events.

Upon completing this course, you will have acquired in-depth knowledge of base pay programmes to design, implement and evaluate compensation strategy that attracts and retains your organisation's talent.

Variable Pay — Improving Performance with Variable Pay

Certification Exam GR6

Variable pay compensation can improve employee motivation and performance along with positively impacting your organisation's goals for profitability and productivity. This course will teach you the fundamentals of variable pay with a focus on compensation strategy.

In this course you will cover:

- Identifying common business strategies and objectives for achieving them.
- Aligning variable pay programmes with business strategy.
- The three categories of variable pay.
- Examining internal and external factors affecting variable pay plans.
- The activities for designing variable pay compensation strategy, including funding and distributing plan earnings.
- How to implement, communicate and evaluate the success of variable pay compensation and benefits plans.

This course is ideal for the human resources professional responsible for designing, assessing and maintaining variable pay plans.

What You Will Learn

- **Supporting the Business Objective through Variable Pay**
Learn about the elements of compensation, business strategy and how that drives business objectives, the business lifecycle and how variable pay helps achieve business objectives.
- **Types of Variable Pay**
Dive into the three categories of variable pay programmes, including incentive plans, bonus plans and recognition plans:
 - Incentive plans covers short-term incentive plans, including profit-sharing, performance-sharing and individual performance-based plans.
 - Long-term incentive plans covers equity- and non-equity based plans.
 - For bonus plans, learn about referral bonus, hiring (sign-on) bonus, retention (stay) bonus and project completion bonus.
 - For recognition plans, understand spot awards, managerial recognition, nominations and organisation-wide recognition.

Variable Pay — Improving Performance with Variable Pay

Certification Exam GR6

- **Developing a Variable Pay Plan: Phases 1 and 2**

In Phase 1, discover internal and external factors impacting variable pay plans, how to obtain management support and identify a variable pay design team. In phase 2, learn about plan objectives and plan types, how to define eligibility and select performance measures.

- **Developing a Variable Pay Plan: Phases 3**

In Phase 3, you'll learn about funding and distribution by determining performance targets and payouts, funding the variable pay plan, distributing plan earnings and obtaining final approval.

- **Implementation and Evaluation**

Bring your learning together with this final unit on how to implement the variable pay programme including selecting the implementation team, developing the communication plan, introducing the plan and coordinating the plans administration. You will also learn how to evaluate the plan's effectiveness, why variable pay plans fail and potential evaluation outcomes.

Variable pay plans support and impact your organisation's business goals and objectives. Understanding this form of compensation strategy is an essential skill for today's HR compensation professional. This course will empower you with the knowledge you need to design, implement and evaluate variable pay plans.

Business Acumen for Compensation Professionals

Certification Exam C8

In this competitive, global economy business leaders expect you to go beyond the technical aspects of your job and think like a businessperson. In fact, strategic business understanding was one of eight key differentiators of top performers according to the WorldWork 2012 Total Rewards Professionals' Career Census.

To gain this understanding, you must embody business acumen skills-knowing what's going on around you and how the business works internally and externally. Having a keen sense of business knowledge is essential for better decision making and driving long-term positive results for your organisation.

This course covers the essential skills, behaviours and actions that support the understanding and development of business acumen-helping you learn to see "the big picture", understand finance concepts, recognise the important relationship between compensation plans and the bottom line, and make wiser decisions.

- Learn what it takes to apply key business acumen skills and behaviours.
- Understand, evaluate and articulate the relationship between compensation and business outcomes.
- Grasp essential financial concepts.
- Know how your business works and recognise the relationship between the compensation plan and the bottom line.
- Strengthen communication skills.

What You Will Learn

Module 1: Introduction to Business Acumen

- Business acumen skills and behaviours and key competencies
- Importance of business acumen to organisations and individuals
- The Global Rewards Framework
- Role of the compensation professional

Module 2: Knowing How Business Works

- Competitive strategies and market position
- Allowances
- Business life cycle

Module 3: Financial Literacy

- Basics of financial reports
- Common profit measures
- Common metrics

Module 4: Evaluating the Business

- Key performance indicators
- The organisation's bottom line and its impact on compensation
- Common tools and approaches for evaluation

Module 5: Communication and Connections

- Building a knowledge network
- Identifying resources and where data comes from
- Importance of fact-based communication
- Engaging and contributing to discussions with non-compensation colleagues

Strategic Communication in Total Rewards

Certification Exam GR9

This course provide an introduction to strategic communication, focusing on total rewards communication. It begins by establishing the purpose and value of strategic communication along with discussing how behaviours can be influenced by communications. In addition, an eight-step process is detailed providing guidance for creating an effective and efficient communication campaign. Case studies provide participants an opportunity to apply the eight-step process. Furthermore, specific communications related to each of the total rewards elements are highlighted, as are suggestions for communicating special situations, such as a merger or an acquisition.

- Learn the rationale for strategically planning a communication campaign.
- Discuss the characteristics of effective communication.
- Obtain an understanding of the eight steps of the communication process.
- Identify the appropriate communication channel to deliver the message.
- Review specific total rewards communications considerations and special situations.
- Find out how to effectively and efficiently manage your communication campaign.

What You Will Learn

Communication Strategy and Total Rewards

- Total rewards concepts and components
- Strategic total rewards communication
- Effective communication
- Management's role in communication

Communication Fundamentals

- Fundamentals of communication
- Communication models
- Effective communication
- Potential barriers to effective communication
- The strategic communication process

The Strategic Communication Process: Steps 1-4

- Step 1 — Analyse the situation
- Step 2 — Define the objectives
- Step 3 — Conduct audience research
- Step 4 — Determine key messages
- Case study

The Strategic Communication Process: Steps 5-6

- Step 5 — Select the communication channel
 - Face-to-face
 - Paper-based
 - Technology-based
- Step 6 — Develop the communications campaign

The Strategic Communication Process: Steps 7-8

- Step 7 — Implement the campaign
- Step 8 — Evaluate the campaign
- Case study
- Managing the communication campaign

Total Rewards Communication and Special Situations

- Total rewards communication
 - Compensation
 - Benefits
 - Work-life effectiveness
 - Recognition
 - Performance management
 - Talent development
- Communicating the value of a total rewards statement
- Special situations
- Working effectively with external vendors and internal communication departments

Market Pricing — Conducting a Competitive Pay Analysis

Certification Exam GR17

Attracting and retaining your organisation's top talent requires providing competitive wages and salaries. This course will empower you with the skills needed to market price benchmark jobs and slot non-benchmark jobs into a salary structure you create based on your interpretation of your organisations compensation philosophy. You will learn a consistent methodology for conducting a competitive pay analysis and assess whether it will support your human resources hiring and retention goals and your organisation's business strategy.

Throughout the course, you'll gain hands-on experience developing your data utilisation skills and cover:

- Common compensation strategies, base pay structure design and the establishment and use of a job-worth hierarchy.
- Salary survey data sources and usage coupled with a case study to bring the principles to life.
- The role of market pricing and salary/pay structure as it relates to your organisation's business strategy.
- How to communicate market pricing to senior management and more broadly within your organisation.

The course is ideal for HR and compensation professionals responsible for salary benchmarking and compensation programme development or who have an interest in learning more about this area.

What You Will Learn

- **Market Pricing and Business Strategy**
Learn about the total rewards design process, compensation philosophy and strategy, factors that influence compensation, market position, business life cycle and compensation programme objectives.
- **Market Pricing Terminology and Base Pay Structure Design**
Understand market-pricing terminology, base-pay structure design, market-based structure design steps, market-based pay structure versus a pure market pricing approach and the advantages and disadvantages of market-based job evaluation and pay structure design.
- **Understanding Salary Survey Data**
Take a deep dive into salary survey data and learn how to identify data sources for salary surveys and understand survey data formats, survey selection, statistical data points, decision factors, documentation, survey data accuracy and data integrity components. You will also cover survey participation and job matching.
- **Short- and Long-Term Incentive Salary Survey Data**
Gain exposure to survey data around short- and long-term incentives and total cash compensation.
- **Leveraging Salary Survey Data**
Empower yourself to leverage survey data and gain hands-on experience in aging data, blending, adding a premium, weighting the marketing data, modeling and regressive analysis.

Upon completing this course, you will have hands-on experience using salary data and be equipped with a consistent methodology to conduct competitive pay analysis to support HR goals and the broader business strategy for your company.

Regulatory Environments for Compensation Programmes

Certification Exam C1

Knowing and understanding the U.S. federal human resources laws and regulations is essential for the HR professional – and it can be challenging to keep your knowledge up to date. This course will equip you with an overview of the federal regulatory HR requirements that impact design and administration of compensation programmes. In the course, you will thoroughly cover the major federal statutes affecting compensation design and practice, including:

- Analysing the labour regulations affecting employee compensation disputes.
- Reviewing the major federal labour regulations impacting specific types of employers.
- Examining myriad issues related to the Fair Labour Standards Act (FLSA).
- Exploring discrimination legislation as it relates to compensation.

The course is a basic-level course on HR employment law. It will provide you with the knowledge you need to understand many of the major HR regulations as an HR professional.

What You Will Learn

- **Regulatory Environments and Related Laws**

Receive an overview of HR rules and regulations, including the Davis-Bacon Act of 1931, McNamara-O'Hara Service Contract Act of 1965, National Labour Relations Act of 1935 and the Sherman Antitrust Act of 1890 as well as the distinction between independent contractors and employees.

- **Fair Labour Standards Act (FLSA)**

Gain an overview of FLSA and cover exemption tests, nonexempt employees, hours of work, rate of pay, the Worker Economic Opportunity Act, child labour rules, record-keeping requirements, what FLSA does not require and violations and penalties. You will also practice classifying jobs as exempt or nonexempt and calculating overtime pay.

- **Equal Employment Opportunity Statutes and Civil Rights**

Learn about the Equal Pay Act (EPA), Title VII of the Civil Rights Act of 1964 and comparable worth. Practice application of the FLSA with real-world scenarios.

- **Rights Legislation and the Civil Rights Act of 1991**

Gain knowledge about the Age Discrimination in Employment Act (ADEA) of 1967, Vocational Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Americans with Disabilities Act Amendment Act, Civil Rights Act of 1991, Lilly Ledbetter Fair Pay Act, Genetic Information Nondiscrimination Act, Uniformed Services Employment and Reemployment Act of 1994 and dispute resolutions. You will also practice application of the rights legislation with real-world scenarios.

Regulatory Environments for Compensation Programmes

Certification Exam C1

- **Documentation, Audits and Communication**

Learn about the importance and types of documentation, audits and reporting, reporting to management and pay programme communication.

Being knowledgeable and savvy about regulatory environments is a requirement for the HR compensation professional. This course will provide you with the information you need to understand many important HR rules and regulations that impact your organisation and its employees.

Accounting and Finance for the Human Resources Professional

Certification Exam T2

As a human resources professional, the ability to interact effectively with the accounting and finance departments within your organisation is a vital skill. This course provides an introduction to U.S. accounting regulations and practices that will enable you to better speak the language of finance and accounting. You will gain skills allowing you to interact more effectively with these departments and make HR decisions that impact and support your organisation's financial health.

The course will empower you with foundational understanding of the following concepts:

- The key financial components of the annual report.
- The relationship between HR and the finance and accounting departments.
- The measures and processes used to assess a company's financial health.
- The importance of cash flow to the company and shareholders.
- Methods of financing the business and issues related to financial planning.

This course is designed for the HR professional seeking to gain understanding in the areas of accounting and finance.

What You Will Learn

- **Introducing to Accounting**

This accounting primer provides learning in the areas of governing bodies and policies, major groups of accounts, financial statement, accounting types, financial measures, problems with accounting, underlying accounting principles and the components of the annual report.

- **The Balance Sheet**

Become a pro at interpreting balance sheets by learning about assets, liabilities, shareholders' equity, the summary concept, liquidity measures and debt ratios. You will also practically apply your knowledge of balance sheets in a class exercise.

- **The income Statement**

You'll never be intimidated by an income statement again once you learn about revenue/sales, cost of goods sold, gross margin, operating expenses, other income and expenses, the provision for taxes, net income, as well as the financial measures of earnings per share and return on sales. You will also practically apply your knowledge of income statements in a class exercise.

- **Financial Analysis**

Develop a better understanding of financial measures/ratios, including liquidity measures, debt ratios, profitability measures, funds management ratios and other performance measures. You will also apply financial analysis in a class exercise.

Accounting and Finance for the Human Resources Professional Certification Exam T2

- **Planning and Financing the Business**

Learn the concepts of financial planning, including the typical planning process, developing business plans and evaluating capital projects. Understand financing sources, including long- and short-term sources and leases.

- **The Strategic Partnership**

Put it all together in this section covering the critical relationship between HR and finance. Learn about recording compensation and benefits costs, wages and salaries, incentives pay, benefits costs, mandatory benefits, welfare benefits, retirement plans and communication.

This course will provide you with the skills and knowledge you need to understand finance and accounting fundamentals. It will empower you to become an asset to your company through your ability to make HR recommendations and decisions that impact the financial health of the organisation.

About the Organisers

Enquiry:
globalprogramme@hkihrm.org

Ms Ikey Lau
(852) 2837 3830

The Hong Kong Institute of Human Resource Management (HKIHRM) is the most representative human resource management professional body in Hong Kong. Established in 1977, the Institute has close to 5,300 members, with 600 of whom being corporate members. We aim at developing, maintaining and enhancing professional standards in HR management, and increasing the value and influence of the HR profession. We organises multi-level training programmes, conducts surveys and shares professional intelligence.

WorldatWork is the leading non-profit professional association in compensation and total rewards. We serve those who design and deliver total rewards programmes to cultivate engaged, effective workforces that power thriving organisations. We accomplish this through education and certification, idea exchange, advocacy, and affiliation and networking. Founded in the United States in 1955, today WorldatWork serves total rewards professionals throughout the world working in organisations of all sizes and structures.

Start Now and Plan for Success

Whatever your training goals, HKIHRM can provide solutions anytime, anywhere. We'll work with you to help assess your needs and determine how we can best meet both your business objectives and your budget.

Take the first step and contact us today!

globalprogramme@hkihrm.org

Join us NOW!

The Professional Network for Senior Executives and HR Practitioners:
<http://www.hkihrm.org/index.php/mb>



ENROLMENT FORM

Tel: (852) 2837 3830 / 3812 Email: globalprogramme@hkihrm.org



Certified Compensation Professional (CCP)

Participation Fee Per Module:

| | Member | Non-Member |
|---|------------------|-------------------|
| E-learning (Pre-recorded videos) plus e-binder & online exam | HK\$9,000 | HK\$11,000 |
| E-binder & online exam | HK\$8,000 | HK\$10,000 |

| Group | Module | E-learning (Pre-recorded videos) plus e-binder & online exam | E-binder & online exam |
|----------------------|---|--|------------------------|
| | | Please put a "✓" | |
| A ^{4&5} | GR1 Total Rewards Management | | |
| | C3E Quantitative Principles in Compensation Management | | |
| | GR3 Job Analysis, Documentation and Evaluation | | |
| | GR4 Base Pay Administration and Pay for Performance | | |
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4 Completion of Group A modules can also be used towards the completion of the GRP Certification.

5 Group B modules are only applicable for completion towards the CCP Certification.

Total Amount: HK\$ _____

Company: _____

Membership No (if any): _____

Name: Mr/Ms _____

Job Title: _____

Email: _____

Contact No: _____

The HKIHRM GRP/CCP Alumni will provide networking opportunities and latest market trends on compensation and benefits by email/post for participants. If you disagree to share your examination results and related information at WorldatWork with HKIHRM for verification on your eligibility to join the alumni, please indicate your objection by ticking the box.

A. Payment Method

• **Cheque / Bank Transfer / FPS / AlipayHK / Octopus:** For details, please refer to <https://bit.ly/3A5G2Jw>

• **Credit Card:** Please complete the authorisation form below:

| | | | |
|----------------------|--------------------------------------|----------------------|--|
| Credit Card Type: | VISA / Mastercard / American Express | Expiry Date (MM/YY): | |
| Card Number: | | Amount (HK\$): | |
| Name of Card Holder: | | Signature: | |

B. Cancellation Policy

• All participation fees shall be non-refundable and non-transferable under any circumstances. Also, no-shows will incur the full cost of enrolment.

• If the event is cancelled due to any unforeseen circumstances such as adverse weather or natural disasters, the HKIHRM is not responsible for any expenses incurred by the registrant. Notice of the reschedule arrangement will be sent out within a week. For Adverse Weather Arrangements, please refer to the [HKIHRM website](http://www.hkihrm.org).

• The HKIHRM reserves the rights to replace the speaker and/or cancel the event, to alter the content, timing, and venue of the event, as well as to reject any enrolment for whatever reasons at any point in time.

C. Disclaimer

The information presented by the speaker(s) does not represent the views or opinions of the Hong Kong Institute of Human Resource Management (HKIHRM), nor constitute an endorsement by the HKIHRM.

The HKIHRM hereby disclaims any and all liability to any party for any direct, indirect, implied, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of the information or advice provided by the speaker(s).

D. Personal Data Collection Statement

1. Applicants' personal data is collected and kept for processing the application for course enrolment, admission, academic and related administration purposes. The data provided will be handled in accordance with the provisions of the Personal Data (Privacy) Ordinance of the HKSAR.

2. The personal data provided in this form will be used by the Institute for direct marketing activities, including but not limited to the promotion (e.g. special offers and discounts) for HKIHRM events, activities, training programmes, awards, survey and other services that it may deploy. If you do not wish to receive such information as stated, please indicate your objection by ticking the box.

I have read, understood and agreed to all the details of the above terms and conditions.

Signature of Participant: _____

Date: _____