



### **Workshop on Compensation and Benefits Management**

May 4 – 8, 2026, 1<sup>st</sup> Run: Lagos & Abuja

October 26 – 30, 2026, 2<sup>nd</sup> Run: Lagos & Port Harcourt

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee: Lagos:** N350, 000,

**Abuja / Port Harcourt:** N400, 000 per Participant

**Delivery Mode:** In-person / Live Virtual / Hybrid

**Online course fee:** N300, 000 per Participant

**Available for In-plant Training**

**700 U\$D for foreign  
Participants**

#### **Program overview:**

Understanding and being able to undertake effective job analysis and evaluation is an essential activity for the Human Resource professional, and a powerful tool for line managers to use. Together they form the basis of the requirements of a job role and determine the job's value or worth to the organization, thereby ensuring appropriate remuneration is applied. One can then ensure that these positions are objectively evaluated. This seminar is designed to provide participants with an understanding of different job analysis and evaluation methodologies and how job analysis and evaluation is used as the basis for designing pay and grade structures.

#### **For whom:**

Human Resources Specialists who wish to acquire relevant knowledge and skills. Those working in other areas of human resources who wish to broaden their understanding of this important function.

#### **Learning objectives:**

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

- explain the basic principles and major elements of compensation;
- know the various processes in compensation: Job Analysis, Job Descriptions, Job Evaluation and Compensation Surveys;
- determine and explain what makes up a sound and effective compensation and benefits program;
- design and carry out a compensation survey; and
- design a salary structure and related policies.

#### **Course outline:**

##### **Day 1: Managing Compensation: An Overview**

- Compensation Objectives
- Components and Factors Affecting Compensation
- Effective Compensation Management System

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

Website: [www.hcaglobalconsult.com](http://www.hcaglobalconsult.com); Email: [info@hcaglobalconsult.com](mailto:info@hcaglobalconsult.com), [hcaglobalconsult@gmail.com](mailto:hcaglobalconsult@gmail.com)

Tel: Office Lines: Mon – Fri | 8am-5pm | +234-8051365946, +234-7087578814 (Office Lines)

24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

## Day 2: Job Analysis and Job Descriptions

- The Need for Job Descriptions,
- Principal Approaches to Job Analysis
- Carrying Out the Job Analysis Process,
- The Main Components of a Job Description,
- Job Description Writing: Practical Application Job Evaluation
- Job Evaluation Defined,
- Job Evaluation Methods
- The Pay System: An Overview
- Job Evaluation Guidelines,
- Sources of Error

## Day 3: Compensation Systems

- Main Compensation Policies
- Factors Affecting Pay Levels,
- Paying for Competence
- Basic Salary Structures,
- Salary Structure Design
- The Right Number of Grades,
- Spread and Progression

## Day 4: Allowances as Part of Total Pay

- Purpose of Allowances,
- Nature of Work Allowances
- Non-Nature of Work Allowances,
- Regional Practices
- Understanding Benefits
- Definition and Purpose of Benefits
- Categories of Benefits,
- Regional Practices
- Managing an Effective Benefits Program
- Main Features of a Long-Term Benefit Plan

## Day 5: Compensation Surveys

- Purpose of Surveys
- Designing and Carrying Out a Compensation Survey and Report
- Writing Compensation survey reports

### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 – FAB By Toprank Hotel, Opposite Old Federal Secretariat Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

In-plant Fee Negotiable

### WORKSHOP FEE:

**Workshop fee: Lagos: N350, 000 per Participant, VAT-N26,250**

**Abuja / Port Harcourt: N400, 000 per Participant, VAT-N30,000**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814**

**24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664, & 234-9112830607**

## Training Methodology

Lectures, discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.

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