

**Averile Ryder, founding member of Averile Ryder Reward Specialists
in association with Jerry Botha Master Reward Specialist, will be presenting
Reward, Employee Benefits, Tax Compliance and Human Capital Management Workshops
in Johannesburg and Pretoria during June and July 2014**

Averile Ryder Reward Specialists who have been in business since August 1999 have extensive experience and knowledge related to rewarding and managing human capital and consult to wide range of organisations in all industry sectors.

Jerry Botha specialises in employee Remuneration and Reward, employee benefits, remuneration methodology, compensation best practice, holistic personal financial planning and compliance. He is also experienced on all matters pertaining to employment policy, implementation of leading practices and follow through to conclusion of remuneration projects.

The biggest challenge facing organisations during the next decade is going to be talent management and the attraction, retention and motivation of key talent. The objectives of the workshops below is to give you the knowledge and tools to manage the human capital in your organisation as effectively and professionally as possible and in time become an "employer of choice". Gain the practical knowledge and skills to achieve internal, external and people equity in your organisation.

INTERNAL EQUITY (same pay for same work in organisation)

Create a platform a foundation and internal equity in your organisation and which may also be used for any further human resource policy and strategy interventions that may be required by the organisation in future.

HOW TO WRITE JOB DESCRIPTIONS / PROFILES – presented by Averile Ryder

This basic and often neglected skill is absolutely essential in order to effectively recruit, pay, train, develop and manage the performance of your human capital

Learn how to write effective and consistent job descriptions / profiles for your organisation and which can be used for job evaluation, effective recruitment, performance management, training and development purposes

- What is a job description / job profile?
- What is the difference between a job description and job profile
- Why are job descriptions / job profiles necessary?
- Characteristics of a good job description / profile
- How to prepare to write a job description / job profile
- The job description / job profile interview
- Completing the job description / job profile form
- Maintenance and keeping job descriptions / profiles updated
- Disclaimer Statements

Skills practice and feedback exercise where delegates will be get practice drafting their own as well as a job description / profile of another position in their organisation.

HOW TO GRADE JOBS USING THE PATERSON DERIVED METHOD OF JOB EVALUATION – presented by Averile Ryder

Learn the basic skills and rules of grading jobs in order to achieve a foundation of internal equity in your organisation. Also learn about the different job evaluation systems used in the African Continent and how these compare to Paterson.

- How Job Evaluation fits into Remuneration Strategy
- What is Job Evaluation?
- Principles of Job Evaluation
- Different Types of Job Evaluation Systems in common use in South Africa
- Methodologies used by the different job evaluation systems in common use in South Africa
- The development of the Paterson Derived System of Job Evaluation
- How to grade jobs using the Paterson Derived System of Job Evaluation and draw up a job evaluation / family matrix
- Pay Mechanics, number of grades, pay range spread and percentage above and below midpoint
- Job Evaluation Committees
- Skills practices exercise where trainee delegates will be involved in grading jobs using job descriptions / profiles from their own organisation's

HOW TO CHANGE FROM THE TRADITIONAL TO THE “TOTAL COST TO COMPANY” CONCEPT OF PAYING YOUR EMPLOYEES – presented by Jerry Botha

This workshop will give you an understanding of how to convert a **"traditional"** remuneration package to the **"cost to company"** concept of remunerating employees. Give your organisation an additional competitive edge to attract and retain employees with “hot” skills as well as how to compare your employees current salaries and value of cash and non-cash benefits against your organisation’s comparator organisations

- What is “traditional” pay versus the “total cost to company” concept of administering salary, cash and non-cash benefits
- Components of a “total cost to company” package
- What benefits and allowances are available within “total cost to company” packages
- An understanding of the Tax Act and SARS requirements
- Correctly worded Contracts of Employment
- Policies and Procedures
- Some practical examples
- Skills practice exercise where delegates will be given the opportunity to convert some “traditional” remuneration packages to the “total cost to company” concept and to structures these packages in accordance with individual employee job and personal family requirements.
- Apples-with apples comparison
- Employee Benefit Selection
- Total Reward Schedule

EXTERNAL EQUITY (Same pay for same work when compared to other organisation comparators)
The labour market for any job category is “where you lose your labour to or attract your labour from” It is therefore essential to target and use the correct salary surveys. Your organisation could be underpaying employees in job categories who have “hot” skills or may be overpaying employees in some job categories

HOW TO TARGET AND USE THE CORRECT SALARY AND OTHER SURVEYS – presented by Averile Ryder

The aim of this workshop is to ensure that you target the correct salary surveys for the various job categories in your organisation. You will also learn how to use and interpret salary surveys and compute pay scales

- How to target the correct salary and other surveys
- Salary Survey Methodology
- General Staff and Top Executive Salary Surveys
- Global Salary Surveys
- Identifying and using salary surveys for the various employee types, i.e. Staff appointed in country, Expatriates and International recruits
- Salary Survey Comparisons
- Skills practice exercise where trainee delegates will learn how to use and target Salary Surveys for their own organisation.
- How to identify and pay employees who have scarce or “hot” skills
- Various employee job categories
- Various pay scale or structuring options
- How to compute pay scales or pay structuring
- Skills practice exercise where trainee delegates will develop a pay scale or structure for their own organisation

PEOPLE EQUITY (Rewarding and recognizing individual employee performance and contributions to the organisation)

THE NUTS AND BOLTS OF HOW TO IMPLEMENT AND MAINTAIN A PERFORMANCE MANAGEMENT PROGRAM – presented by Averile Ryder

Develop the skills to make your organisation and individual employees more successful! This will include identifying and developing organisation, divisional, departmental and individual employee targets and ensuring that employee behaviors and results are in direct support of the organisation’s targets.

Also learn how to develop standards for all targets developed and to relate this process to other human resource systems such as the annual remuneration review, build trusting relationships between management and employees encourage individual employee development and ensure legal defensibility.

- How to align your performance management program with your business strategy or targets
- How to cascade targets
- How to develop quality targets and measurable standards
- How to use the performance management process to identify individual employee education, knowledge, skills and competency development requirements
- Gain the knowledge on how to make this part of your day to day management function whilst uplifting your environment
- How to link your performance management program to your annual salary review and performance incentive bonus.
- Targets and Standard setting forms
- Some practical examples
- Skills practice exercise where delegates will develop the skills necessary to develop targets and standards related to their own organisations, division or department's strategic focus or key performance areas.
- Do's and don'ts of performance appraisals

Some examples of how to reward individual employee performance.

MORE ABOUT AVERILE RYDER AND JERRY BOTHA

AVERILE RYDER

Averile Ryder is the founding member for Averile Ryder Accredited Global Remuneration Specialists. Averile's organization has been in business since 1999 and globally specializes in customized salary surveys, the Paterson system of job evaluation, implementing and managing performance management programs and developing human resource policies and procedures and remuneration strategy. Averile has been in human resources field since 1974 and commenced specializing in remuneration in 1996. Averile's current professional affiliations include the following:

- ⇒ Accredited Global Remuneration Professional
- ⇒ Faculty member for World at Work in the USA –Professional Association for Compensation, Benefits and Total Rewards
- ⇒ Fellow of the Institute of People Management
- ⇒ 2008 SARA KZN Committee member

Averile's clients include numerous large corporates as well as local and international NGO organizations.

JERRY BOTHA

Jerry Botha CFP® is the Tax Chair of the Financial Planning Institute, he holds his own FSB License, is a Master Reward Practitioner and services on the Executive of the South African Reward Association, Chairs the SARA Employee Benefit Committee, Certified Payroll Practitioner and Tax Practitioner. He is the managing partner of Tax Consulting and that specialises on employee remuneration, all personal taxes, employee benefits, employees' taxes and more complex areas of taxation. He is a well-known speaker and trainer and works on a daily basis with practical tax issues and engages with SARS. His approach to training is to ensure maximum knowledge transfer and to equip practitioners to take away information that finds practical application in their own practices and for their clients, achieving the balance between ensuring full compliance with the law, whilst ensuring the best legal efficiency.