

Workshop Registration January - July 2010

Registration details (please complete one form per delegate)

NAME:

POSITION:

COMPANY/ORGANISATION:

POSTAL ADDRESS:

TOWN/CITY:

WORK PH: FAX:

E-MAIL: MOBILE:

Please select your workshop

February

- SP10 Factor Job Evaluation 10/11th Auckland
- SP10 Factor Refresher 11th Christchurch
- SP5 Factor Job Evaluation 16th Wellington
- RemWise® 17th Wellington

March

- SP10 Factor Job Evaluation 3/4th Wellington
- SP10 Factor Job Evaluation 10/11th Christchurch
- SP10 Factor Refresher 11th Wellington
- Pay for a Day - Workshop 1 9th Wellington
- Pay for a Day - Workshop 1 16th Auckland
- Pay for a Day - Workshop 2 23rd Auckland

April

- SP10 Factor Job Evaluation 14/15th Auckland
- Organisation Structure Design 20th/21st Wellington
- RemWise® 22nd Wellington
- SP5 Factor Job Evaluation 23rd Wellington
- SP10 Factor Refresher 29th Wellington

May

- SP10 Factor Refresher 4th Auckland

June

- Block Training Week 31st May -4th June Auckland
- Block Training Week 28th June -2ndth July Wellington

July

- Block Training Week 5th July -9th July Christchurch

Workshop Costs

Course	Description (please see 2nd page for more information)	Length	Cost excl GST	2 nd participant same organisation excl GST
SP5 Factor Job Evaluation	SP5 factor system™	One day	\$650	\$550
SP10 Factor Job Evaluation	SP10 factor system™	Two days	\$1,850	\$1,650
SP10 Factor JE Refresher	Refresher course covering SP10 factor system™	One day	\$650	\$550
Organisation Structure Design	Improving the performance of organisations through changing their operating models	Two days	\$1,850	\$1,650
RemWise®	Salary Management Software (updated 2009 version)	½ day	\$350	\$350
Block Training Week (There will be a separate brochure available)	Workshops included are Job Description Writing, SP10 Job Evaluation, Organisation Structure Design, Performance Management, Pay for a Day, Job Evaluation Refresher all run over the course of a week	Various lengths (from ½ day to 2 days)	Various Costs	
Pay for A Day Workshop Series				
Workshop One: Remuneration Strategy & Effective Remuneration Management	Understanding of remuneration practices and concepts	One day	\$950	\$950
Workshop Two: Designing Effective Incentive Schemes	Helping you execute effective incentive schemes	One day	\$1495	\$1495

Payment Terms: Payment is due prior to workshop date, an invoice will be sent on receipt of registration form. **Cancellation Policy:** An appropriate replacement participant is welcome anytime before the course starts. Please provide us with the replacement's name. A full refund of fees will be made if a cancellation is received in writing 14 days prior to the commencement of the course. A 50% refund will be given for cancellations received in writing between 4 and 7 days prior to the commencement of the course. No refunds will be given for cancellations received less than 7 days prior to workshop commencement. In the event of the workshop being cancelled, a full refund will be given.

Workshop Descriptions

Job Evaluation is always a core feature of our client workshops but we offer a range of courses to support our integrated remuneration and performance consulting services, including the linkages between performance pay. Training courses are listed below:

Job Evaluation Workshop: SP10 Factor System™

[Two day workshop](#)

This workshop offers you an opportunity to learn or further develop your understanding of the Strategic Pay 10 Factor Job Evaluation methodology. (legacy PwC/IBM system).

Refresher Course: SP10 Factor System™

[One day workshop](#)

This refresher course is ideal for those who have previously attended a 10 Factor Job Evaluation Workshop, two or more years earlier.

Job Evaluation Workshop: SP5 Factor System™

[One day workshop](#)

This workshop provides a thorough grounding in evaluating jobs using the 5 Factor System which is designed to efficiently measure the similarities between jobs in order to determine their relativities in organisations.

Job Description Workshops

[Half day workshop](#)

Job Descriptions are the starting point in role clarity for any job holder. They are key for job evaluation, remuneration, performance development and recruitment. Our practical methodology of preparing job descriptions goes beyond the provision of mere task lists, and includes the writing of clear measures and expectations of how well the job should be performed. The participants will leave the workshop with a first draft of a job description covering the key areas of an actual job. Full templates and job description examples are provided as part of the workshop. This course is typically run inhouse, but can be offered in a "Train the Trainer" type format. Recommended for: All employees.

RemWise®

[Half day workshop](#)

We are pleased to advise that a new version of Strategic Pay's RemWise® is now available providing a comprehensive and integrated solution to managing your remuneration review requirements. Examples of new features include - Multiple Remuneration Review Systems in the Same RemWise file and Strategic Pay SP5®, SP10® JE Software built in.

Organisation Structure Design

[Two day workshop](#)

This Short Course draws on 25 years practical experience improving the performance of organisations in New Zealand and Australasia through changing their operating models. It draws on that experience to develop two real world case studies which you will complete during the two days. Topics covered include matrix structures, shared services and implementation tools including accountability mapping

Pay for A Day Workshop Series

Workshop 1: Remuneration Strategy & Effective Remuneration Management

[One day workshop](#)

This workshop offers a practical, interactive and hands-on session to help HR professionals and people managers at all levels to gain a strong understanding of remuneration practices and concepts.

Workshop 2: Designing Effective Incentive Schemes

[One day workshop](#)

Designed for HR and finance professionals, sales managers and operational managers, offering practical and hands-on approach to effective incentive design.

Training dates for the following courses are by arrangement

Coaching and Performance Development Skills

[Two day workshop](#)

This workshop provides participants with tools and processes that are sound, effective well tested and organisation-specific. We use these to assist managers to deliver the performance results expected in their organisation after a performance-linked remuneration system has been put into place. During the course, managers/supervisors cover the transition from doer to coach, how to plan and conduct coaching sessions, performance reviews, and how to manage poor performers. We also offer the option of a 360° feedback instrument to gain insight into coaching strengths and development opportunities. This course is typically run in-house by clients who have implemented a performance-based remuneration system. Recommended for: Managers, Supervisors and Human Resource Practitioners.

Integrated Remuneration Workshop

[One day workshop](#)

Our new Integrated Remuneration Workshop focuses specifically on using market data in remuneration policy setting and administration. The workshop covers application of the Strategic Pay Remuneration Report and database in detail, ensuring participants are able to get the most from the wealth of information they hold. We discuss remuneration policy, the use of market data, banding models and the structure of pay.

Recommended for: Human Resource Practitioners, Executives who influence remuneration policy and strategy.

Rewarding What Matters (Aligning Strategy, Performance and Rewards)

[Two day workshop](#)

This intensive workshop is all you'll need to identify a reward system that meets the needs of your organisation and gives you the practical skills and tools required to implement it. You will get access to the insights, expertise, tools and data that only a leading New Zealand remuneration consultancy such as Strategic Pay can provide. Recommended for: Business owners, Managers responsible for administering pay and performance, HR practitioners.

Please fax this completed form to 09 303 4048, post to Strategic Pay Ltd., PO Box 5313, Wellesley Street, Auckland, or email to sarah@strategicpay.co.nz. For further information, please email or phone Sarah on 09 303 4045.