



DESIGNING AN EFFECTIVE GRADING & SALARY STRUCTURE

30-31 MAR 2026 | 9.00AM - 5.00PM |
MEFA TRAINING CENTER, PJ

Course Overview

This training aims to equip participants with the knowledge and practical skills to design, implement, and manage an effective grading and salary structure aligned with organizational goals. Participants will understand key compensation principles, job evaluation methods, and market benchmarking techniques to ensure fair and competitive pay practices. The program will enable learners to create clear grade frameworks that support career progression, internal equity, and performance differentiation. Participants will also gain insights into balancing affordability with market competitiveness while ensuring compliance with labor laws and governance standards. By the end of the training, participants will be able to design transparent, structured, and sustainable salary systems that enhance employee motivation, retention, and organizational credibility, while supporting long-term business growth and workforce planning.

Who Should Attend

- HR Managers & Executives
- Compensation & Benefits Specialists
- Senior Management & Business Leaders
- Finance Managers & Budget Controllers
- Department Heads & Line Managers
- HR Business Partners
- Talent Management Teams

Learning Outcomes

1. Understand how grading and salary structures work.
2. Know how to group jobs into the right grades.
3. Set fair and competitive salary ranges.
4. Ensure equal and fair pay across roles.
5. Match salaries with company goals and budget.
6. Follow basic pay and labor rules.
7. Build a clear and easy-to-manage salary system.

Course Registration :



<https://forms.office.com/r/i92RJZGPvX>

RM2,000

(Price Inclusive of 8% SST)

HRDC Claimable*



adminmefa@mef.org.my



03-7498 7242 / 016 - 254 1844



Course Structure

Time	Agenda
DAY 1	
8:30 - 9:00am	Registration
9:00 - 9:30am	<ul style="list-style-type: none"> Course Introduction / ice Breaking
9:30 - 10:45am	MODULE 1 : Fundamentals of Job Grading and Salary Structures
10:45 - 11:00am	Break
10:45 - 1.00pm	MODULE 2 : Aligning Compensation Strategy with Business Goals
1.00 - 2.00pm	<ul style="list-style-type: none"> Lunch Break
2.00 - 3:30pm	MODULE 3 : Job Evaluation Methods and Role Benchmarking
3.30- 3.45pm	Break
3.45 - 5:00pm	MODULE 4 : Designing Grade Levels and Career Bands
DAY 2	
8:30- 9:00am	Registration
9:00 - 9:30am	Reflection Day 1
9:30 - 10:45am	MODULE 5 : Market Salary Surveys and Competitive Pay Positioning
10:45 - 11:00am	Break
11:00 - 1:00pm	MODULE 6 : Building Fair, Equitable, and Compliant Pay Structures
1:00 - 2.00pm	Lunch Break
2.00 - 3:30pm	MODULE 7: Managing Internal Equity and Pay Progression
3.30- 3.45pm	Break
3.45 - 4.45pm	MODULE 8 : Implementing, Communicating, and Reviewing Salary Structures
4.45-5.00pm	Q&A Session pm

Trainer Profile



**NOR AINA KAMARUDDIN
(TRAINING CONSULTANT)**

Nor Aina Kamaruddin (“Aina”) brings over 30 years of HR leadership experience across sectors such as banking, finance, insurance, telecommunications, and shared services. She is highly skilled in crafting and executing HR strategies that drive organizational transformation and business growth.

As an accredited HRD Corp Trainer, she has guided businesses through complex HR challenges while focusing on sustainable outcomes, offering training that spans both core HR functions and advanced technical areas. With a strong regional specialization in Southeast Asia, Aina has deep insight into the evolving dynamics of the HR landscape.



adminmefa@mef.org.my



03-7498 7242 / 016 - 254 1844