



DESIGN AN EFFECTIVE GRADING AND SALARY STRUCTURE

7&8 JULY 2026 | 9.00AM - 5.00PM |
MEFA TRAINING CENTER, PJ

Course Overview

An effective grading and salary structure is essential for attracting, motivating, and retaining talent while ensuring internal equity and external competitiveness. This programme provides participants with practical knowledge and tools to design, review, and implement a structured and equitable compensation framework aligned with organisational goals and market practices.

Participants will learn how to develop job grading systems, establish salary ranges, and ensure fairness and consistency in pay practices. The programme also covers key considerations such as market benchmarking, compliance with employment regulations, and aligning compensation strategies with business performance.

Who Should Attend

- HR managers, Executives, and Practitioners
- Payroll and Finance Personnel involved in salary administration
- Managers and Department Heads involved in workforce planning

Learning Outcomes

Participants will be able to :

- Understand the principles and components of job grading and salary structures
- Design and implement equitable and competitive salary frameworks
- Conduct job evaluation and establish appropriate salary ranges
- Apply market benchmarking and internal equity considerations

Course Registration :



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

RM2,000*

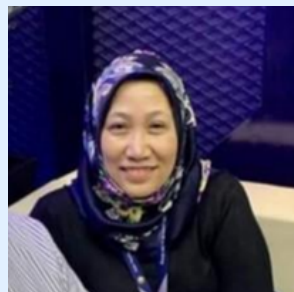
(Price Inclusive of 8% SST)
HRDC Claimable*



Course Structure

Time	Agenda
DAY 1	
9:00 - 9:30am	Course Introduction / Ice Breaking
9:30 - 10:45am	MODULE 1 : UNDERSTANDING COMPENSATION STRATEGY
10:45 - 11:00am	Morning Break
10:45 - 1:00pm	MODULE 2 : JOB ANALYSIS & JOB EVALUATION
1:00 - 2:00pm	Lunch Break
2:00 - 3:30pm	MODULE 3 : DESIGNING JOB GRADES
3:30 - 3:45pm	Afternoon Break
3:45 - 5:00pm	MODULE 4 : JOB EVALUATION
DAY 2	
9:00 - 9:30am	Reflection Day 1
9:30 - 10:45am	MODULE 5 : DESIGNING SALARY STRUCTURE
10:45 - 11:00am	Morning Break
11:00 - 1:00pm	MODULE 6 : MARKET BENCHMARKING & SALARY SURVEYS
1:00 - 2:00pm	Lunch Break
2:00 - 3:30pm	MODULE 7 : INTERNAL EQUITY & PAY GOVERNANCE
3:30 - 3:45pm	Afternoon Break
3:45 - 5:00pm	MODULE 8 : WORKSHOP & PROGRAM WRAP-UP

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.

