Benefit Plan Evaluation Training Course

Professional Development Training Course Outline

Category	Human Resource Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Benefits Planning & Administration Training Course is designed to empower HR professionals, compensation specialists, and organizational leaders with cutting-edge knowledge and practical skills to strategically manage employee benefits. In today's dynamic corporate environment, organizations face increasing pressure to design competitive compensation and benefits programs that attract, retain, and motivate top talent. This course emphasizes strategic benefits planning, compliance, cost optimization, and employee engagement, equipping participants with the tools to create sustainable and high-impact benefits programs.

Participants will gain hands-on experience in navigating complex regulatory frameworks, leveraging technology for benefits administration, and aligning benefits strategies with overall organizational goals. Through real-world case studies and interactive exercises, learners will develop the expertise to drive measurable improvements in employee satisfaction, retention, and productivity. This training is ideal for professionals seeking to enhance their skills in HR analytics, total rewards, and benefits optimization, ensuring a future-ready workforce strategy.

Programme Curriculum

Benefits Planning & Administration Training Course

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Course Objectives

1. Master strategic benefits planning and alignment with organizational goals.
2. Understand regulatory compliance including ERISA, ACA, and local labor laws.
3. Optimize healthcare and wellness benefits to improve employee engagement.
4. Implement retirement and pension planning strategies for workforce sustainability.
5. Utilize HRIS and benefits administration software for efficient operations.
6. Analyze total rewards data to make informed benefits decisions.
7. Reduce organizational costs through benefits cost optimization techniques.
8. Design flexible benefits programs catering to a multi-generational workforce.
9. Enhance employee communication and benefits education programs.
10. Integrate diversity, equity, and inclusion (DEI) initiatives in benefits planning.
11. Develop metrics and dashboards for benefits performance measurement.
12. Implement wellness and mental health programs to improve employee productivity.
13. Leverage benchmarking and market analysis for competitive benefits strategies.

Target Audience

1. HR Managers and Specialists
2. Compensation & Benefits Analysts
3. Payroll Administrators
4. Employee Relations Professionals
5. Talent Management Leaders
6. Organizational Development Professionals
7. HR Consultants
8. C-Suite Executives overseeing HR strategy

Course Modules

Module 1: Strategic Benefits Planning

- Understanding organizational objectives and workforce needs
- Designing total rewards strategy
- Case study: **TechCorp’s benefits transformation for retention**
- Aligning benefits with talent acquisition strategy
- Measuring ROI of benefits programs

Module 2: Regulatory Compliance

- Overview of ERISA, ACA, and labor laws

- Compliance audits and risk mitigation
- Case study: **Healthcare company compliance audit success**
- Managing legal updates in benefits administration
- Avoiding penalties through proactive strategies

Module 3: Health & Wellness Benefits

- Designing healthcare plans for employees
- Wellness programs and mental health initiatives
- Case study: **XYZ Inc.'s wellness program impact on productivity**
- Cost-effective health benefits solutions
- Employee engagement through wellness programs

Module 4: Retirement & Pension Planning

- 401(k), pension, and retirement plan design
- Managing plan funding and fiduciary responsibilities
- Case study: **ABC Manufacturing retirement plan optimization**
- Retirement readiness and education programs
- Tax-efficient retirement strategies

Module 5: Benefits Administration & Technology

- HRIS integration and automation
- Self-service portals for employees
- Case study: **TechStart benefits system implementation**
- Streamlining enrollment and claims processing
- Data security and privacy considerations

Module 6: Total Rewards Analytics

- Collecting and analyzing benefits data
- Benchmarking industry standards
- Case study: **Retail chain data-driven benefits redesign**
- Predictive analytics for workforce planning
- KPI dashboards for HR leaders

Module 7: Communication & Employee Engagement

- Crafting benefits communication strategies
- Enhancing employee understanding and adoption
- Case study: **Financial services firm communication overhaul**
- Multi-channel communication tactics
- Employee feedback and survey integration

Module 8: Cost Optimization & ROI

- Benefits budgeting and cost control
- Negotiating with vendors and insurers
- Case study: **Global company benefits cost reduction**
- Evaluating ROI on benefits initiatives
- Continuous improvement strategies

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

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