Benefits Planning & Administration 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

In today’s dynamic corporate environment, organizations are under increasing pressure to optimize employee benefit programs for maximum ROI and workforce satisfaction. The Benefit Plan Evaluation Training equips HR professionals, financial analysts, and benefits managers with cutting-edge skills to assess, analyze, and enhance employee benefit plans. Participants will gain expertise in data-driven decision-making, cost-benefit analysis, and strategic plan optimization, enabling organizations to implement effective benefit solutions while maintaining financial sustainability. This course leverages real-world case studies, industry benchmarks, and practical evaluation frameworks to ensure actionable insights.

Benefit Plan Evaluation Training Course is Designed for professionals aiming to become leaders in compensation and benefits strategy, this program focuses on understanding the intricacies of health insurance, retirement plans, wellness programs, and other employee benefits. Participants will learn to benchmark plans against industry standards, evaluate financial and operational performance, and improve employee engagement through well-structured benefits packages. By the end of the course, participants will have a holistic understanding of how to drive organizational growth and employee satisfaction simultaneously through effective benefit plan evaluation.

Programme Curriculum

Benefit Plan Evaluation Training Course

Introduction

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Course Duration

5 days

Course Objectives

1. Understand the fundamentals of benefit plan design and strategy
2. Analyze healthcare and retirement plan performance metrics
3. Apply data-driven decision-making for benefit optimization
4. Conduct cost-benefit analysis of employee benefits
5. Benchmark employee benefits against industry trends and standards
6. Evaluate wellness programs and employee engagement impact
7. Identify compliance and regulatory considerations in benefit plans
8. Optimize total compensation packages for talent retention
9. Utilize benefit analytics tools and software
10. Develop strategic recommendations for senior management
11. Measure ROI of employee benefit programs
12. Enhance employee experience through tailored benefits solutions
13. Implement sustainable benefit strategies aligned with corporate goals

Target Audience

1. HR Managers and HR Business Partners
2. Compensation and Benefits Specialists
3. Payroll and Benefits Administrators
4. Financial Analysts focused on HR metrics
5. Employee Experience Managers
6. Organizational Development Professionals
7. Consultants in HR and Employee Benefits
8. Senior Leadership & Decision-makers in HR Strategy

Course Modules

Module 1: Introduction to Employee Benefit Plans

- Overview of types of benefits
- Importance of strategic benefit planning
- Key performance indicators for benefits
- Case Study: Tech Company Health Plan Optimization

- Emerging benefit trends and innovations

Module 2: Benefit Plan Analysis & Benchmarking

- Data collection and plan analysis techniques
- Benchmarking against industry standards
- Identifying gaps and opportunities
- Case Study: Benchmarking Benefits at a Multinational
- Tools for real-time benefit analytics

Module 3: Cost-Benefit Analysis of Benefits

- Calculating total cost of ownership of benefits
- Evaluating ROI on wellness programs
- Prioritizing high-impact benefit initiatives
- Case Study: ROI Assessment of Employee Wellness Programs
- Techniques to optimize benefits spend

Module 4: Health Insurance Plan Evaluation

- Understanding plan design and coverage options
- Measuring claims experience and utilization trends
- Assessing provider networks and cost controls
- Case Study: Health Insurance Cost Reduction Strategies
- Regulatory considerations: ACA, HIPAA compliance

Module 5: Retirement & Pension Plan Assessment

- Evaluating 401(k), pensions, and retirement contributions
- Measuring plan participation and employee satisfaction
- Benchmarking against market trends
- Case Study: Optimizing Retirement Plans for Tech Startups
- Risk management and fiduciary responsibilities

Module 6: Employee Wellness & Engagement Programs

- Designing wellness initiatives for productivity
- Measuring employee engagement metrics
- Linking wellness to organizational performance
- Case Study: Corporate Wellness Program Transformation
- ROI analysis and impact on absenteeism

Module 7: Compliance, Legal & Regulatory Considerations

- Understanding benefit plan regulations
- Ensuring compliance with labor laws and tax codes
- Managing audit and reporting requirements
- Case Study: Compliance Risk Management in Benefits
- Emerging global regulatory trends

Module 8: Strategic Recommendations & Action Planning

- Developing actionable insights for leadership

- Presenting findings in executive-friendly dashboards
- Implementing plan improvements and monitoring outcomes
- Case Study: Corporate Benefit Strategy Realignment
- Leveraging predictive analytics for future planning

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
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:

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