

ATTENDANCE JUSTIFICATION TOOLKIT

Global Remuneration Professional®

The worlds' leading reward designation

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GLOBAL REMUNERATION PROFESSIONAL – ATTENDANCE JUSTIFICATION TOOLKIT

By now you already know that the GRP (Global Remuneration Professional) designation is the world's most recognised reward qualification.

It sets a knowledge base for a stronger, more efficient you.

But how do you share the value of this reward qualification and attendance at the individual modules with your management in order to help justify your attendance?

This toolkit includes:

- General tips
- Reasons why your employer should send you on an education programme to achieve the GRP qualification
- How to justify attendance
- Sample cost-benefit worksheet
- Sample justification letter

GENERAL TIPS

Things to consider that will help justify your travel and meeting expense:

- Look at the E-reward GRP web pages and determine the delegate rate (£ GBP) for attending a 2.5-day module: www.e-reward.co.uk/education/grp-qualification
- Focus on the specific benefits/value that you will bring back to your reward team as a return on investment.
- Share your experience. Propose to deliver a short presentation to your colleagues or reward team to share what you have learnt and offer possible applications and recommendations relevant to your comp & ben function.
- Share the course documentation or handouts with colleagues who may benefit.
- Prepare a plan that will show your manager who will cover for you and how your workload will be handled while you are attending the two-day courses.

REASONS WHY YOUR EMPLOYER SHOULD SUPPORT YOU IN ACHIEVING YOUR GRP QUALIFICATION

- Working in the field of compensation and benefits is demanding. With increased globalisation, a workforce comprised of different generations and other complexities affecting all aspects of total rewards, a great deal is being asked of you. Achieving this qualification will arm you with the skills and credentials to be successful.
- It's an amazing opportunity to learn. The qualification ensures you stay on top of innovative trends in reward.
- The GRP designation is in-depth and intensive. It provides a foundation in all elements of reward management – from variable pay to job analysis –and requires you to be proficient in 10 core areas of reward delivered over, in total, 20 days of classroom tuition.
- You will expand your professional network. The networking and sharing which takes place during the series of 10 two-day classroom courses gives you a fantastic opportunity to learn good practice from your colleagues working in leading organisations from across Europe and the Middle East.
- You will master your area of speciality and help to enhance your department's credibility within the organisation.
- You will add huge amounts to your department's expertise. You can be a valued contributor to your organisation and gain a new level of proficiency that enables you to perform at your best and it prepares you for added responsibilities.
- Possessing the GRP designation demonstrates a thorough understanding of compensation practices around the world. Holding a GRP gives you and your employer the confidence needed to manage and deliver rewards programmes that align with your company's goals.
- The designation has the global acceptance of large multi-national companies. It's a brand that is recognised worldwide; is prized by internationally-mobile reward professionals; and is increasingly required by employers.
- WorldatWork designations are known throughout the global HR and rewards community as marks of expertise and excellence in all areas of rewards. As many as 20,000 reward/HR practitioners have attained a WorldatWork designation since certification was introduced over 40 years ago, while more than 5,000 have achieved the international GRP certificate.
- The GRP qualification is a global designation. The certification exams are uniform in all countries in which preparation courses are undertaken – whether in Australia, China, North America, Russia and the UK and Ireland.

HOW TO JUSTIFY CONFERENCE ATTENDANCE

- Expense or investment
- Return on investment – how much benefit/profit will your organisation make relative to the expense it will incur if your organisation sends you to the GRP modules?

UNDERSTAND YOUR COURSE EXPENSES

Complete an *Expenses Worksheet* to develop a cost estimate for attending the GRP course. See our sample worksheet.

Expense	Notes	Cost
Registration fee per module	The delegate fee includes: <ul style="list-style-type: none">• All course materials.• Attendance for one person only for the duration of the two-day preparation course.• Attendance for the half-day certification exam.• A BA 11 Plus financial calculator for the GR2 module• All refreshments and meals during the course duration.	
Materials	The course handbook plus case study notes are included in the registration fee for each module.	
Airfare if necessary	Air mileage points available to offset airfare?	
Accommodation	Number of nights required and room rate in London/Dublin.	
Transport	Taxi, train, bus.	
Mileage/Parking	Refer to your company policy.	
Food per diem	Refer to your company policy.	
Misc reimbursable expenses		
Total number of employees		<i>TOTAL</i>

UNDERSTAND AND IDENTIFY THE BENEFITS

List the most important benefits of achieving this qualification. For example . . .

Achieving this GRP accreditation is a great opportunity to:

- Learn and absorb good practice in reward management.
- Enhance competencies that will allow me to help improve reward practices within our business.
- Enjoy excellent networking opportunities that will help enhance my knowledge base and offer connections for professional support.
- Share the knowledge I have gained with others in the workplace.

Clearly outline specific aspects of attending these courses and gaining the qualification and why it would be beneficial for you and your team.

JUSTIFICATION LETTER

Sample justification letter template, explaining the benefits you will get from attending the Global Remuneration Professional courses and how achieving the GRP qualification will make you a better employee and help advance your team and organisation.

<Date>

Dear <name>

I would like to request approval to undertake in <London> <Dublin> the technical training necessary to achieve the GRP qualification and become a qualified reward professional. The GRP designation is the world's most recognised reward qualification.

This programme of modules and exams will enable me to attend 10 two-day educational courses that are directly applicable to my work and will allow me to network with many other reward professionals from around the world.

My participation will allow me the opportunity to expand my knowledge and give me tools and resources to enhance my performance at <name>.

After reviewing the GRP courses brochure in detail, I have identified a list of the modules that I feel are most urgent to attend in the next 12 months and would provide the most value to my professional growth at <name>.

I am seeking financial support for my attendance to achieve this qualification which would include the registration fees, travel expenses and accommodation while undertaking the 10 course modules.

I anticipate the total expense to be approximately <sum>.

This opportunity for me to enhance and improve my reward knowledge and to establish connections with compensation and benefit professionals makes this qualification a very wise investment and a benefit on a professional level.

Thank you for considering support of my achieving the GRP qualification.

Yours sincerely,

<name>