ITC
International Training Center Paris

TRAINING SCHEDULE

CERTIFIED BENEFITS ASSOCIATE (CBA)

Overview:

The Certified Benefits Associate (CBA) training program is designed to provide HR professionals with a comprehensive understanding of employee benefits administration. The program covers the key concepts, best practices, and legal considerations related to employee benefits programs. Participants will learn how to design, implement, and manage benefits programs that are aligned with organizational goals and meet the needs of employees.

Objectives:

The objectives of the Certified Benefits Associate (CBA) training program are:

- Develop a comprehensive understanding of employee benefits administration.
- Understand the legal and regulatory requirements related to employee benefits programs.
- Learn how to design and implement effective benefits programs that meet the needs of employees and support organizational goals.
- Gain knowledge and skills in managing benefits programs, including communication, compliance, and cost management.
- Develop the ability to effectively communicate with employees and other stakeholders about benefits programs.

Throughout the training program, participants will engage in a variety of learning activities, including case studies, group discussions, simulations, and self-assessment exercises. The program is designed to provide HR professionals with the knowledge and skills needed to design, implement, and manage effective benefits programs that meet the needs of employees and support organizational goals.

Targeted Groups:

- Employee benefits administrators

- Benefits assistants
- HR professionals managing benefits programs
- Professionals focusing on employee well-being
- Individuals involved in benefits administration

Planning:

Day 1: Introduction to Employee Benefits

- Overview of employee benefits programs
- Legal and regulatory considerations
- Understanding employee needs and preferences

Day 2: Designing Employee Benefits Programs

- Key concepts in benefit plan design
- Understanding cost and risk considerations
- Best practices in designing benefits programs

Day 3: Implementing and Managing Employee Benefits Programs

- Effective communication strategies
- Compliance and legal considerations
- Benefits administration and management

Day 4: Healthcare and Retirement Benefits

- Healthcare benefits programs
- Retirement benefits programs
- Key legal and regulatory considerations

Day 5: Evaluating and Improving Employee Benefits Programs

- Evaluating the effectiveness of benefits programs
- Identifying opportunities for improvement
- Developing strategies for continuous improvement