CONCEPT

Global Mobility and International Assignment Management

24 – 28 May 2027
London - Central London four-star



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Introduction:

Global mobility programmes often grow one deal at a time. Each international assignment gets its own package, its own tax arrangement and its own payroll workaround, so costs go up, similar assignees are treated inconsistently and the return home is left to chance. This Core Concept course equips HR, reward and payroll practitioners to manage international assignments across their whole lifecycle, from policy and selection through pay delivery and family support to repatriation. Participants build an International Assignment Policy and an Assignee Cost Projection for a case assignee.

Course Objectives:

- Classify mobility needs into long-term, short-term, commuter, permanent transfer and remote assignment types and match each to a policy tier
- Select and prepare assignees using structured candidate assessment, family readiness checks and a documented approval route
- Build assignment packages using balance sheet, home-based, host-based or local-plus approaches with housing, cost-of-living, education and hardship allowances
- Coordinate split and shadow payroll delivery, hypothetical tax, tax equalisation settlements and social security coverage with payroll and tax advisers
- Manage relocation vendors, immigration timelines, assignment failure risks and repatriation plans that keep returning talent
- Produce an International Assignment Policy and an Assignee Cost Projection ready for approval

Target Audience:

- HR managers who own the international assignment policy and approve exceptions
- Reward and compensation managers who price expatriate packages and allowances
- Global mobility managers who coordinate relocation, immigration support and assignee services
- Payroll managers who deliver pay and reporting for assignees on home and host payrolls
- HR business partners who advise business leaders on sending staff abroad and bringing them back
- Talent managers who link assignments to succession and career plans

Course Outline:

Day 1: Mobility Strategy and the Assignment Portfolio

- Global Mobility Strategy Statement Linked to Business and Talent Goals
- Assignment Type Matrix: Long-Term, Short-Term, Commuter, Permanent Transfer and Remote
- Business Traveller and Flexpatriate Tracking Register
- Mobility Population Baseline: Headcount, Cost and Duration Profile
- Current Mobility Practice Diagnostic Against the Assignment Lifecycle

Day 2: Assignment Policy and Compensation Approaches

- Tiered International Assignment Policy Architecture and Exception Rules
- Balance Sheet Approach: Home Spendable Income and Purchasing Power Protection
- Home-Based, Host-Based and Local-Plus Package Comparison
- Housing, Cost-of-Living, Education and Hardship Allowance Design
- Tax Equalisation Versus Tax Protection Policy Principles

Day 3: Selection, Costing, Payroll and Tax Delivery

- Assignee Selection Scorecard and Family Readiness Interview
- Assignment Cost Projection Template and Approval Workflow
- Split Payroll and Shadow Payroll Delivery Models
- Hypothetical Tax Calculation and Annual Tax Reconciliation Cycle
- Social Security Coverage and Double Tax Exposure Checklist for Assignees

Day 4: Relocation, Family Support, Failure and Repatriation

- Immigration and Work Authorisation Timeline Planning with Relocation Providers
- Relocation Vendor Service Levels, Scorecard and Invoice Review
- Spouse, Partner and Children Support Programme Design
- Assignment Failure Early Warning Indicators and Intervention Plan
- Repatriation Planning, Reverse Culture Shock Support and Retention Actions

Day 5: Modelling Build: Assignment Policy and Cost Projection

- Case Assignee Profile: Role, Family, Duration and Business Case
- Assignee Cost Projection Build with Allowances and Tax Scenarios
- International Assignment Policy Drafting for the Case Organisation
- Global Mobility KPI Dashboard: Cost, Failure Rate, Retention and Satisfaction
- Policy and Cost Projection Presentation to a Peer Approval Panel

Skills You Will Gain:

- Mobility Strategy Planning
- Assignment Policy Architecture
- Expatriate Package Design
- Assignment Cost Modelling
- Shadow Payroll Coordination
- Tax Equalisation Administration
- Relocation Vendor Management
- Repatriation Planning

Why Attend This Course:

- Return with an International Assignment Policy and an Assignee Cost Projection tested on a case assignee
- Give business leaders a reliable cost figure before an assignment is approved instead of after it starts
- Treat assignees in similar situations consistently and cut the number of one-off package negotiations
- Reduce early returns and post-assignment resignations with structured family support and repatriation planning

Conclusion:

International assignments deliver value when policy, cost, pay delivery and people support are planned as one lifecycle, not as separate transactions. The course moves from mobility strategy and assignment types, through policy tiers and compensation approaches, to selection, costing, split and shadow payroll and tax equalisation, then to relocation, family support, assignment failure and repatriation. The final day brings these together in an International Assignment Policy and an Assignee Cost Projection, tracked through a set of mobility KPIs and ready for the organisation's next assignment decision.