



*Training Course:
Job Evaluation & Analysis (Certified Job Analyst)*

*3 - 7 June 2024
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Job Evaluation & Analysis (Certified Job Analyst)

Training Course code: HR3013 From: 3 - 7 June 2024 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 5950 € Euro

Introduction

This seminar is designed to provide participants with an understanding of job analysis and job evaluation. Participants will consider how jobs are analyzed and how job evaluation can be applied to the design, development, and implementation of pay and grade structures. Participants will also explore how different compensation systems can be applied to pay and grading structures and in particular the link with broader issues of employee motivation.

Highlights of the seminar include:

- Reviewing different formats for the development of job profiles
- Acquiring competency in a number of job evaluation techniques including the application of debating and influencing skills
- Developing a pay and grading structure
- Exploring how different approaches to compensation, including performance-related pay can be applied to pay and grading structures
- Developing a strategic view of pay, grading and compensations systems that will enable participants to advise the senior management team on compensation-related issues

Course Objectives of Job Evaluation & Analysis

Attending this seminar will help you to:

- Understand job analysis and evaluation techniques
- Understand the stages involved in a job analysis and job evaluation project
- Undertake and apply a variety of techniques to analyze and evaluate specific jobs
- Apply the results of job evaluation to design and develop a pay and grading structure
- Develop and apply different compensation systems to pay and grading structures to reflect organizational culture.
- Examine different ways to implement the above processes

Training Methodology

The learning approaches applied during the course will involve the practical application of job evaluation techniques. Participants will work on an individual and group basis to analyze job profiles and evaluate them applying both non-analytical and analytical job evaluation schemes. The course will involve the development of a pay and grading structure and the compensation systems that can augment these structures.

Organizational Impact of Job Evaluation & Analysis

Organizations will benefit as follows:

- Pay and grading structures will be appropriate and aligned with organizational objectives
- Managers and HR professionals will have the necessary skills and knowledge to maintain pay and grading

structures

- The organization will be competitive in the market place in relation to having the right pay and grading structures
- Organizations will be able to attract and retain the people they need to be successful
- Having appropriate, competitive and well-maintained pay and grading structures will result in employees feeling valued and motivated
- Organizations will have managers and HR professionals who are aware of the need to control the cost of pay and grading structures and the knowledge to maintain such structures within affordable limits.

Personal Impact of Job Evaluation & Analysis

Those attending will benefit as follows:

- Acquire knowledge and understanding of job analysis and job evaluation
- Understand a variety of different job evaluation techniques
- Understand how job evaluation contributes to the development, design, and implementation of a pay and grading structure
- Be able to make a strategic contribution to the organization in the area of pay and grading
- Be able to advise senior management or the directors of the organization of the value of different approaches to employee compensation
- Understand how different approaches to employee compensation can impact on employee motivation and organizational performance

Course Outlines of Job Evaluation & Analysis

DAY 1

An Introduction to job analysis and job evaluation

- The corporate environment
- The HR role and line management responsibilities
- An introduction to job analysis
- An introduction to job evaluation
- The use of behavioral competencies
- The need for job analysis and evaluation
- The relationship with wider reward management planning
- Change Management

DAY 2

Job Analysis Techniques

- Definition of role and job analysis
- Compare various techniques to analyze specific jobs
- Examine different methodologies
- Designing appropriate job profile documentation
- Selecting benchmark jobs
- The role of the job analyst
- Collecting, recording and analyzing information
- The job analysis interview
- Completing the job profile document

DAY 3

Types of Scheme

- Definition of job evaluation
- Uses of job evaluation
- Examine different methodologies
- Analytical and non-analytical schemes
- Points rating
- Factor comparison
- Job ranking
- Internal benchmarking or job matching
- Job classification
- Assessing evaluation schemes

DAY 4

Implementation and Operational Considerations

- Explore the links between job analysis and job evaluation
- Design and operational guidelines
- Grade structure guidelines
- Implementation framework
- Options for implementation - full or staged
- Communicating the results
- Managing appeals for re-grading
- Job Analysis and Evaluation

DAY 5

Employee Motivation

- Employee Motivation
- Equity Theory - Procedural and Distributive Justice
- Merit pay and incremental pay
- Pay progression
- Selecting and training analysts
- Putting in place arrangements for on-going maintenance
- Review of success criteria
- Personal planning

Registration form on the Training Course: Job Evaluation & Analysis (Certified Job Analyst)

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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