



*Conference:  
Job Evaluation & Analysis (Certified Job Analyst)*

*28 September - 2 October 2026  
Kuala Lumpur (Malaysia)*

## Conference: Job Evaluation & Analysis (Certified Job Analyst)

Conference code: CO8167 From: 28 September - 2 October 2026 Venue: Kuala Lumpur (Malaysia) - Conference Fees: 6300 € Euro

### Introduction

Success in the business world begins with applying discipline to your life and actions, fostering personal effectiveness and professional excellence. As S. N. Bremer emphasized, self-mastery is the cornerstone of self-development, and Aldous Huxley highlighted that improving yourself transforms your universe. Your self-image acts as a blueprint, shaping your actions and achievements, as Denis Waitley noted, emphasizing the power of internal growth over external circumstances. This conference aims to instill discipline, positivity, and motivation to help you unlock your full potential and achieve success.

### Objectives

- 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

### Target Audience

- HR managers, compensation and benefits specialists, and reward management professionals
- Job evaluation analysts and HR analysts involved in grading and pay structures
- Organizational development and HR policy professionals
- Line managers and supervisors involved in job analysis and role design
- Compensation consultants and HR consultants specializing in reward systems
- Talent management and workforce planning professionals
- Senior HR executives responsible for pay strategy and organizational structure
- Public sector HR professionals managing grading and classification systems
- Recruitment and selection professionals involved in job profiling and role definition
- Anyone involved in designing, implementing, or maintaining job evaluation and compensation frameworks

### Outlines

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 Conference: Job Evaluation & Analysis (Certified Job Analyst)

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