



*Training Course:
Certified Job Description & Job Evaluation*

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

Training Course: Certified Job Description & Job Evaluation

Training Course code: HR236577 From: 28 September - 2 October 2026 Venue: Kuala Lumpur (Malaysia) - Training Course Fees: 5775 € Euro

Introduction

The **Certified Job Description & Job Evaluation** training program, designed by **Global Horizon Training Center**, provides participants with the essential knowledge and practical skills required to develop effective job descriptions, analyze job roles, and apply structured job evaluation methodologies.

The program focuses on establishing clear job structures, defining responsibilities and requirements, evaluating the relative value of positions, and supporting fair compensation, workforce planning, and organizational effectiveness.

Participants will learn how to conduct job analysis, prepare professional job descriptions, establish job evaluation criteria, and apply evaluation methods that support consistent and transparent human resource practices.

Objectives

By the end of this training program, participants will be able to:

- Understand the principles and importance of job analysis, job descriptions, and job evaluation.
- Identify the key components of an effective job description.
- Conduct systematic job analysis and gather relevant job information.
- Develop clear and structured job descriptions aligned with organizational needs.
- Apply different job evaluation methodologies and approaches.
- Evaluate job roles based on responsibility, complexity, skills, and organizational impact.
- Support compensation structures and career frameworks through effective job evaluation.
- Improve HR processes through accurate job documentation and classification.

Course Methodology

The training methodology combines:

- Instructor-led presentations and professional discussions.
- Practical job analysis exercises.
- Real workplace examples and case studies.

- Group activities for developing job descriptions.
- Job evaluation practice scenarios.
- Interactive discussions on HR challenges and best practices.

Organizational Impact

Upon completion of this program, organizations will benefit from:

- Improved clarity of roles and responsibilities across departments.
- Standardized job documentation and organizational structures.
- More effective recruitment and workforce planning processes.
- Enhanced fairness and consistency in job grading and compensation decisions.
- Better identification of training and development requirements.
- Stronger alignment between organizational strategy and human capital management.

Target Audience

This program is suitable for:

- Human Resources Managers and Professionals.
- Compensation and Benefits Specialists.
- Organization Development Professionals.
- Talent Management Specialists.
- Recruitment Professionals.
- HR Business Partners.
- Department Managers and Supervisors.
- Professionals involved in workforce planning and organizational design.

Outlines

Day 1: Fundamentals of Job Analysis and Job Design

- Introduction to job analysis and its importance in HR management.

- Understanding the relationship between:
 - Job analysis.
 - Job descriptions.
 - Job specifications.
 - Job evaluation.
- The role of job analysis in workforce planning and organizational development.
- Sources of job information:
 - Interviews.
 - Questionnaires.
 - Observation.
 - Documentation review.
- Identifying job duties, responsibilities, and requirements.
- Common challenges in job analysis.

Day 2: Developing Effective Job Descriptions

- Structure and components of professional job descriptions.
- Defining:
 - Job title.
 - Job purpose.
 - Key responsibilities.
 - Accountabilities.
 - Required qualifications.
 - Skills and competencies.
 - Reporting relationships.
- Writing clear and measurable job responsibilities.
- Differentiating between duties, tasks, and accountabilities.
- Developing job descriptions for different organizational levels.

- Reviewing and improving existing job descriptions.

Day 3: Job Evaluation Principles and Methodologies

- Introduction to job evaluation concepts.
- Purpose and benefits of job evaluation.
- Understanding internal job value and organizational hierarchy.
- Job evaluation approaches:
 - Ranking method.
 - Classification method.
 - Point-factor method.
 - Factor comparison method.
- Identifying evaluation factors:
 - Knowledge and skills.
 - Complexity.
 - Decision-making authority.
 - Responsibility.
 - Impact.
 - Working conditions.
- Establishing job evaluation criteria and scoring systems.

Day 4: Applying Job Evaluation and Job Grading Systems

- Conducting job evaluations using structured methodologies.
- Evaluating jobs consistently and objectively.
- Developing job grades and levels.
- Creating job families and career structures.
- Linking job evaluation results with:
 - Compensation frameworks.

- Career progression.
- Workforce planning.
- Managing differences and challenges during evaluation processes.
- Ensuring fairness and transparency in job evaluation decisions.

Day 5: Integrating Job Descriptions and Evaluation into HR Systems

- Aligning job descriptions with organizational strategy.
- Using job descriptions in recruitment and selection.
- Linking job requirements with competency frameworks.
- Supporting performance management through job clarity.
- Updating and maintaining job documentation.
- Digital tools for job management and HR systems.
- Developing an implementation plan for improving job documentation.
- Final review and course assessment.

Registration form on the Training Course: Certified Job Description & Job Evaluation

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

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Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
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Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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or training@gh4t.com

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to: Global Horizon
3 Oudai street, Aldouki,
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