



Job Evaluation & Analysis (Certified Job Analyst) Workshop



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Introduction:

This job evaluation and analysis conference is designed to give participants a comprehensive understanding of job analysis and evaluation.

Attendees at this job evaluation and analysis seminar will delve into the methodologies for systematically examining jobs and the principles guiding job evaluation as applied to structuring pay grades and implementing compensation systems.

In this job evaluation and analysis seminar, consideration will also be given to how these practices align with the overarching objectives of employee motivation and reward management strategies.

Importance of Job Analysis and Job Evaluation:

Job analysis and evaluation are integral processes that support developing and implementing effective compensation strategies. By understanding the requirements of specific roles and their relative value within an organization, HR professionals can ensure that pay structures are fair and strategically aligned with business objectives.

This job evaluation and analysis workshop offers a job analysis certification, practical training in job analysis, and an immersive job evaluation workshop to aid HR professionals in mastering these critical skills.

Targeted Groups:

- HR Professionals are responsible for creating compensation policies and structures within their organizations.
- HR Professionals seek to understand pay and grading structures and their design and implementation.
- Line Managers involved in compensation/bonus decisions.
- HR Advisors to senior management on compensation issues.
- Senior Management and HR Professionals need strategic insights into employee compensation.
- HR Professionals aim to enhance their skills in job analysis and job evaluation.

Workshop Objectives:

At the end of this job evaluation and analysis workshop, the participants will:

- Develop a strategic view of pay, grading, and compensation systems.
- Acquire competency in many job evaluation techniques.
- 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 job evaluation results 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.
- Acquire knowledge and understanding of job analysis and job evaluation.
- Understand a variety of different job evaluation techniques.
- Understand how job evaluation contributes to developing, designing, and implementing a pay and grading structure.
- Make a strategic contribution to the organization in pay and grading.
- Understand how different approaches to employee compensation can impact employee motivation and organizational performance.

Targeted Competencies:

At the end of this job evaluation and analysis workshop, the target competencies will:

- Work with people.
- Relate and network.
- Present and communicating information.
- Apply expertise and technology.
- Persuade and influencing stakeholders.
- Analytical thinking.
- Adhere to instructions and procedures.
- Business writing and documentation.

Workshop Content:

Unit 1: An Introduction to Job Analysis and Job Evaluation:

- Understand the corporate environment.
- Define the HR role and responsibilities of line management.
- Fundamentals of job analysis.
- Essentials of job evaluation.
- Implement behavioral competencies.
- The Necessity for Job Analysis and Job Evaluation.
- Their Implications on Broader Reward Management Plans.
- Managing change within the organization.

Unit 2: Job Analysis Techniques:

- Define roles through job analysis.
- Comparison of Techniques for Analyzing Jobs.
- Investigate different methodologies for job analysis.
- Create job profiles.
- Benchmark jobs selection.
- The Role and Skills of a Certified Job Analyst.
- Information Collection, Recording, and Analysis.
- Conduct job analysis interviews.
- Finalize the job profile document.

Unit 3: Types of Job Evaluation Scheme:

- Define job evaluation and its applications.
- Uses of job evaluation.
- Analyze different methodologies in job evaluation.
- Analytical vs. non-analytical schemes.
- Points rating systems.
- Factor comparison methods.
- Job ranking techniques.
- Internal Benchmarking and Job Matching.
- Job classification approaches.
- Evaluate job evaluation schemes.

Unit 4: Implementation and Operational Considerations:

- Examine the relationship between job analysis and job evaluation.
- Guidelines for the Design and Operation of Schemes.
- Grade structure development guide.
- Framework for implementation options.
- Options for implementation - full or staged.
- Best practices for communicating results.
- Manage appeals procedure.
- Job Analysis and Evaluation Operations.

Unit 5: Employee Motivation:

- Explore employee motivation theories.
- Equity Theory: Procedural and Distributive Justice.
- Merit and Incremental Pay Systems.
- Strategic pay progression policies.
- Select and train job analysis and evaluation analysts.
- Establish maintenance procedures.
- Review criteria for successful implementation.
- Personal development planning.