



Arabian Institute For Training

Job Evaluation & Analysis

INTRODUCTION

- This Human Resource Management training seminar on Job Evaluation & Analysis Understanding Reward Management is designed to provide participants with an understanding of job analysis and job evaluation and the critical role these activities play in motivation, engagement and job satisfaction. Participants will consider the varied approaches to job analysis and evaluation and how these processes are used to design jobs that are meaningful and rewarding. The links to pay and other forms of remuneration will also be examined and participants will also explore how different compensation systems can be applied to pay and grading structures to ensure a sense of fairness and ensure high levels of productivity.

Highlights of this training seminar include:

- How the reward systems affects the ability to recruit talented employees?
- A Comprehensive Review of Motivation and Engagement
- Reviewing Different Formats for the Development of Job Profiles
- Acquiring Competency in a number of Job Evaluation Techniques
- Exploring how different approaches to compensation, including performance-related pay, bonuses and overtime rates affect performance
- Developing a Strategic View of Pay, Grading and Compensations Systems that will enable participants to advise the senior management team on compensation related issues

OBJECTIVES

At the end of this training seminar, you will learn to:

- Understand the role of job design in motivation and engagement
 - Appreciate the difference and importance between monetary and non-monetary reward
 - Apply job analysis and evaluation techniques
 - Understand compensation systems within the broader context of the culture and the operating environment
 - Undertake and apply a variety of techniques to analyse and evaluate specific jobs
 - Apply the results of job evaluation to design and develop a pay and grading structure
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ORGANISATIONAL IMPACT

Organisations will benefit as follows:

- The organization will be able to attract and retain the talent they need to be successful
- The organization will be competitive in the market place in relation to having the right pay, reward and grading structures
- Pay and grading structures will be appropriate and aligned with organisational objectives
- Managers and HR professionals will have the necessary skills and knowledge to implement an effective pay and grading structure
- Having appropriate, competitive and well maintained pay and grading structures will result in employees feeling valued and motivated
- Organisations 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

Those attending will benefit as follows:

- Understand how different approaches to compensation can impact on employee motivation and organisational performance
- Acquire knowledge and understanding of job analysis and job evaluation
- Appreciate that job design has a significant impact on personal performance and commitment
- Understand a variety of different job evaluation techniques
- Understand how job evaluation contributes to the pay and grading structure
- Be able to strategically advise senior management the value of different approaches to compensation

WHO SHOULD ATTEND?

This training seminar will greatly benefit HR Professionals, Compensation and Benefit Specialists but is also highly relevant to:

- HR Professionals who have responsibility for influencing compensation policy and structures within their organisation
 - HR Professionals who need to understand more about pay and grading structures and how they are designed and implemented
 - Any Line Manager who makes compensation/bonus decisions after completing appraisals
 - HR Professionals who advise senior managers on compensation issues
 - Senior Management Professionals and HR Professionals who need to have a strategic understanding and view of employee compensation
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Course Outline

An Introduction to the Context of Job Analysis and Job Evaluation

- The Corporate Environment
- The HR Role and Line Management Responsibilities
- Motivation in Theory and Practice
- Engagement, Job Satisfaction and Commitment
- Why Pay Matters? – compensation and the war for talent
- The Need for Job Analysis and Evaluation
- The Role of the Job Analyst

Job Analysis Techniques

- An Introduction to Job Analysis
- An Introduction to Job Evaluation
- The Use of Behavioural Competencies
- Compare Various Techniques to Analyse Specific Jobs
- Selecting Benchmark Jobs
- Collecting, Recording and Analysing Information
- The Job Analysis Interview
- Completing the Job Profile Document

Types of Schemes for Evaluation

- Definition and Uses of Job Evaluation
- Examine Different Methodologies
- Analytical and Non-analytical Schemes
- Points Rating and Factor Comparison
- Job Ranking
- Internal / External Benchmarking or Job Matching
- Job Classification
- Assessing Evaluation Schemes

Implementation and Operational Considerations

- Explore the Links between Job Analysis, Evaluation and Design
- Design and Operational Guidelines
- Grade Structure Guidelines
- Implementation Framework
- Options for Implementation - full or staged

Forms of Remuneration

- Monetary vs. Non-monetary
 - Bonus, TOIL, Enhanced Holiday Entitlement
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