

Training
Course

Job Evaluation & Analysis

Introduction

Job Evaluation is a systematic process of determining the worth of one job in relation to another job in the organizations. During job evaluation, the relative worth of various jobs is assessed so that wages can be paid depending upon the worth of the job. Both job evaluation and analysis are essential for ensuring that roles within an organization are clearly defined and fairly compensated.

Course Objectives:

- ✓ Understand job evaluation meaning.
- ✓ The types of job evaluation method.
- ✓ 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 analyze and evaluate specific jobs
- ✓ Apply the results of job evaluation to design and develop a pay and grading structure
- ✓ How do you conduct a job evaluation .
- ✓ What are the method used by organization to evaluate jobs

Who Should Attend?

- Managers of organizations.
- Team Leaders Job Evaluation
- HR Professionals who advise senior managers on compensation issues
- Company Managers.
- HR Staff
- Training Staff

Training Methods:

- ✓ Online Video material.
- ✓ Presentation.
- ✓ Live Interactive sessions.
- ✓ Course presenter will make extensive use of all tools that will be needed for the virtual environment.
- ✓ Questions & Answers

Course Outline:

Day One

Point Factor Method:

- Identify key factors (e.g., skills, responsibilities, effort, working conditions).
- Assign points to each factor based on its importance.
- Evaluate each job against these factors and assign points.
- Total the points to determine the job's value.
- The HR Role and Line Management Responsibilities
- Motivation in Theory and Practice
- Engagement, Job Satisfaction and Commitment

Day Two

Ranking Method:

- List all jobs in the organization.
- Rank them from highest to lowest based on their overall value.
- Review and adjust the rankings to ensure accuracy.
- The use of Behavioral Competencies
- Compare various techniques to analyze specific jobs
- Selecting Benchmark Jobs
- Collecting, recording and analyzing information

Day Three

Classification Method:

- Create job classes or grades based on job similarities.
- Assign each job to a class or grade.
- Design and operational guidelines
- Grade structure guidelines
- Implementation framework
- Review and adjust classifications as needed.

Day Four

Point Factor Method:

- Identify key factors and benchmark jobs.
- Compare each job against the benchmark jobs for each factor.
- Determine the relative value of each job.
- Bonus, TOIL, enhanced holiday entitlement
- Merit pays and incremental pay
- Pay progression
- Selecting and Training Analysts

Day Five

7 important characteristics of job evaluation

- Systematic implementation of a defensible framework
- Monetary vs. Non-Monetary considerations
- Points rating and factor comparison

Training Details

Course Duration	5 Days
Pre-Schedule	16 – 20 Feb 2025
Venue	Four Seasons Hotel Cairo at Nile Plaza
Training Fees Per Person	KWD 1250 (One Thousand Two Hundred Fifty)
Course Fees Include	<ul style="list-style-type: none">✓ Tuition documentation✓ Curriculum and Training Handout✓ Five star Lunch✓ Completion Certificates

