



Job Evaluation & Analysis

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Introduction:

This BTS training seminar 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 the 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

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 organization
- 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

Course 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 analyze and evaluate specific jobs
- Apply the results of job evaluation to design and develop a pay and grading structure

Seminar Outline:

DAY 1

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

DAY 2

Job Analysis Techniques

- An introduction to job analysis
- An introduction to job evaluation
- The use of behavioral competencies
- Compare various techniques to analyze specific jobs
- Selecting benchmark jobs
- Collecting, recording and analyzing information
- The job analysis interview
- Completing the job profile document

DAY 3

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

DAY 4

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
- Communicating the results
- Managing appeals for re-grading

DAY 5

Forms of Remuneration

- Monetary vs. non-monetary
- Bonus, TOIL, enhanced holiday entitlement
- Merit pay and incremental pay
- Pay progression
- Selecting and training analysts
- Review of success criteria