€TRAINING

Job Evaluation & Analysis

9 - 13 September 2024
Trabzon (Turkey)

Job Evaluation & Analysis

REF: C631 DATE: 9 - 13 September 2024 Venue: Trabzon (Turkey) - Fee: 5850 Euro

Introduction:

This conference is designed to provide participants with an understanding of job analysis and job evaluation. Participants will consider how jobs are analyzed and how job evaluation can be applied to the design, development, and implementation of pay and grade structures. Participants will also explore how different compensation systems can be applied to pay and grading structures and in particular the link with broader issues of employee motivation.

Conference Objectives:

At the end of this conference the participants will be able to:

- Develop a strategic view of pay, grading, and compensations 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 results of job evaluation 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 the development, design, and implementation of a pay and grading structure
- Be able to make a strategic contribution to the organization in the area of pay and grading
- Understand how different approaches to employee compensation can impact on employee motivation and organizational performance

Targeted Audience:

- 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
- HR Professionals who want to improve their skills

Conference Outlines:

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

- The corporate environment
- The HR role and line management responsibilities
- An introduction to job analysis
- An introduction to job evaluation
- The use of behavioral competencies
- The need for job analysis and evaluation
- The relationship with wider reward management planning
- Change Management

Unit 2: Job Analysis Techniques:

- Definition of role and job analysis
- Compare various techniques to analyze specific jobs
- Examine different methodologies
- Designing appropriate job profile documentation
- Selecting benchmark jobs
- The role of the job analyst
- Collecting, recording and analyzing information
- The job analysis interview
- Completing the job profile document

Unit 3: Types of Scheme:

- Definition of job evaluation
- Uses of job evaluation
- Examine different methodologies
- Analytical and non-analytical schemes
- Points rating
- Factor comparison
- Job ranking
- Internal benchmarking or job matching
- Job classification
- Assessing evaluation schemes

Unit 4: Implementation and Operational Considerations:

- Explore the links between job analysis and job evaluation
- Design and operational guidelines
- Grade structure guidelines
- Implementation framework
- Options for implementation - full or staged
- Communicating the results
- Managing appeals for re-grading
- Job Analysis and Evaluation

Unit 5: Employee Motivation:

- Employee Motivation
- Equity Theory - Procedural and Distributive Justice
- Merit pay and incremental pay
- Pay progression
- Selecting and training analysts
- Putting in place arrangements for on-going maintenance
- Review of success criteria
- Personal planning