

**Training Title**

**JOB ANALYSIS, JOB DESCRIPTION & JOB EVALUATION**

**Training Duration**

5days

**Training Venue and Dates**

REF	Job Analysis, Job Description &	15-19			
ML032	Job Evaluation	5	November 2020	\$4,500	Dubai, UAE

Training will be held at any of the 5 star hotels. Exact venue will be informed later.

**Training Fees**

- 4,500 US\$ per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Buffet Lunch

**Training Certificate**

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

**TRAINING DESCRIPTION**

Any HR professional would agree that the job description is a fundamental tool omnipresent in each and every HR process. Writing a job description is both an art and a technique. In this workshop, you will learn how to conduct a thorough job analysis in order to write a comprehensive job description focused on the key result areas of the job. You will also realize that organizations pay for jobs not individuals; that is why, as an HR professional you have to use job descriptions to evaluate jobs objectively and determine their relative values to the organization. We will provide you with the principles of job evaluation and guide you in applying the Meirc job evaluation system which is widely used in the Gulf region.

**TRAINING OBJECTIVES**

This course will provide you with the information and guidance to design and define job roles and key accountabilities of each job to support your organisation structure and business goals, and the key objectives of this course are to help you develop the following skills:

- Understand the main components of job analysis and how to establish a framework
- Know how to use job analysis to understand job roles and accountabilities
- Know the numerous different output formats of job analysis (such as role summary,

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job accountability statement, job descriptions, and job profiles)

- Know the step-by-step guide to developing job descriptions and job profiles
- Develop the skills required to write job descriptions and person specifications
- Understand how to use job families to simplify job analysis
- Know the link of job analysis to job evaluation and grading and performance management
- Know best-practice to communicate the results of job analysis to employees
- Understand how to use job analysis to improve organisational design and development

### TRAINING METHODOLOGY

A highly interactive combination of lecture and discussion sessions will be managed to maximize the amount and quality of information, knowledge and experience transfer. The sessions will start by raising the most relevant questions, and motivate everybody finding the right answers. The attendants will also be encouraged to raise more of their own questions and to share developing the right answers using their own analysis and experience.

All attendees receive a course manual as a reference.

This interactive training workshop includes the following training methodologies

30% Lectures

30% Workshops and work presentation

20% Group Work & Practical Exercises

20% Videos & General Discussions

### WHO SHOULD ATTEND

- 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 Management Professionals who makes compensation related decisions, e.g. determines pay level awards in the course of completing employee appraisals
- HR Professionals who advise senior managers on compensation issues.
- Line Professionals and HR Professionals, Compensation and Benefit Specialists.
- Senior Management Professionals and HR Professionals who need to have a strategic understanding and view of employee compensation

### COURSE DAILY PROGRAM

#### DAY 1

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## Structure and strategy for HRP

- Introduction and seminar objectives
- The difference between the old and new roles of manpower planning
- How HRP departments need to be structures
- The three principal areas of operation in today's HRP function
- Area One - STRATEGY - What is strategy and how we are involved
- The 10 key inputs for HRP
- Predictive tools for organisational change – the LAND/MILLER model
- Case study and group exercise

## DAY 2

### Understanding organisational design

- The basis of organisational design
- Downsizing – case study and group work
- Right sizing any organisation
- How much does the human resource cost – calculating your value – case study
- How to calculate how many people you need in any organisation – group work
- Which employees give the most value? – Case study
- What does lost production cost – group work
- Review of group work

## DAY 3

### 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 behavioural competencies
- The need for job analysis and evaluation
- The relationship with wider reward management planning
- Change Management

## DAY 4

### Job Analysis Techniques

- Definition of role and job analysis
- Compare various techniques to analyze specific jobs

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- 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

## DAY 5

### 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

### NOTE:

Pre & Post Tests will be conducted

Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.

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