

# JOB ANALYSIS, JOB DESCRIPTION WRITING, JOB EVALUATION, AND GRADING

*“Establishing Clarity, Consistency, and Equity in Role Definition and Organizational Structure”*

## Schedule

Date	Venue	Fees (Face-to-Face)
14 - 18 Dec 2026	Dubai - UAE	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

## Introduction

An effective HR framework begins with well-defined roles. Job analysis, description writing, evaluation, and grading are foundational practices that ensure organizational roles are clearly articulated, fairly compensated, and aligned with strategic goals. Without standardized job documentation and evaluation methods, organizations risk inconsistency, pay inequity, and inefficiencies in workforce planning.

This intensive 5-day course equips HR professionals with the practical skills to conduct job analysis interviews, write clear and compliant job descriptions, evaluate job worth using established methodologies, and develop grading structures that support performance and equity. Through workshops, real-world examples, and peer discussions, participants will leave with the tools to enhance transparency, accountability, and alignment across their organizations.

## Objectives

By the end of this course, participants will be able to:

- Conduct effective job analysis using interviews, questionnaires, and observation
- Write concise, comprehensive, and standardized job descriptions
- Apply job evaluation methods (e.g., point-factor, ranking, and classification)
- Establish fair and consistent job grading and compensation structures
- Align job roles with business objectives, career paths, and organizational design

## Why Attend

- Establish role clarity to enhance accountability and performance
- Ensure consistency in HR practices across departments and job families
- Support equitable compensation and internal fairness
- Facilitate better recruitment, workforce planning, and talent development
- Develop frameworks for transparent and defensible job evaluations

## Target Audience

This program is designed for:

- HR managers and generalists
- Compensation and benefits professionals
- Job analysts and HR specialists
- Organizational development and workforce planning staff
- Anyone responsible for defining, evaluating, or managing job roles

## Individual Benefits

Key competencies that will be developed include:

- Job analysis techniques and data gathering
- Writing legally sound and performance-oriented job descriptions
- Job evaluation and internal equity methods
- Design of job grading and pay structures
- Support for talent acquisition, workforce mobility, and compliance

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved alignment between job roles and business needs
- More consistent and transparent role definitions across departments
- Stronger foundations for fair pay, promotions, and performance management
- Reduced legal risk through compliant and up-to-date job documentation
- Better workforce data for planning, budgeting, and restructuring

## Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Job evaluation systems, job design theory, and grading frameworks
- Case Studies - Global best practices and legal compliance in job documentation
- Workshops - Job analysis, description writing, and grading exercises
- Peer Exchange - Sharing of real examples and challenges
- Tools - Job description templates, evaluation matrices, and grading charts

## Course Outline

Detailed 5-Day Course Outline

**Training Hours:** 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

### Day 1: Job Analysis Fundamentals

- Module 1: Purpose and Benefits of Job Analysis (07:30 – 09:30) • Linking job analysis to business outcomes
- Module 2: Job Analysis Methods and Tools (09:45 – 11:15) • Interviews, questionnaires, direct observation
- Module 3: Workshop – Conducting a Job Analysis Interview (11:30 – 01:00) • Develop a data collection plan
- Module 4: Peer Exchange – Job Data Collection Challenges (02:00 – 03:30) • Overcoming subjectivity and resistance

### Day 2: Writing Job Descriptions

- Module 5: Structure and Components of a Job Description (07:30 – 09:30) • Title, summary, duties, requirements, reporting
- Module 6: Writing Clear and Compliant Descriptions (09:45 – 11:15) • Language, tone, and avoiding bias
- Module 7: Workshop – Draft a Job Description (11:30 – 01:00) • Use collected job data to develop full description
- Module 8: Case Study – Job Description Modernization (02:00 – 03:30) • Update old content and align with business needs

### Day 3: Introduction to Job Evaluation

- Module 9: What is Job Evaluation? Objectives and Approaches (07:30 – 09:30) • Overview of ranking, classification, point-factor systems
- Module 10: Selecting a Job Evaluation Method (09:45 – 11:15) • Pros and cons of popular models
- Module 11: Workshop – Apply Point-Factor Evaluation (11:30 – 01:00) • Assign weightings to sample job components
- Module 12: Peer Exchange – Gaining Stakeholder Buy-in (02:00 – 03:30) • Communicating results and managing expectations

### Day 4: Job Grading and Pay Structure Design

- Module 13: Designing a Job Grading Framework (07:30 – 09:30) • Grade levels, job bands, and evaluation scores
- Module 14: Linking Grades to Compensation (09:45 – 11:15) • Market benchmarking and internal equity
- Module 15: Workshop – Create a Grading Matrix (11:30 – 01:00) • Map roles to grades using evaluation data
- Module 16: Case Study – Implementing a Grading System (02:00 – 03:30) • Phased rollout and change management

### Day 5: Governance, Integration, and Final Review

- Module 17: Maintaining Job Documentation and Governance (07:30 – 09:30) • Updating, version control, and approval cycles
- Module 18: Integrating Job Data into HR Systems (09:45 – 11:15) • Talent management, payroll, and ERP linkage
- Module 19: Final Project – Job Evaluation & Grading Plan (11:30 – 01:00) • Build a sample evaluation and grading model
- Module 20: Wrap-Up, Feedback, and Certification (02:00 – 03:30) • Course review, Q&A, and certificate awarding

## Certification

Participants will receive a Certificate of Completion in Job Analysis, Job Description Writing, Job Evaluation, and Grading, validating their expertise in developing standardized, compliant, and strategic HR role management practices.

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