

CERTIFICATE IN JOB ANALYSIS & DESCRIPTIONS, JOB EVALUATION & GRADES

“Build fair, transparent, and performance-driven job structures that align people, pay, and performance.”

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

The Certificate in Job Analysis & Descriptions, Job Evaluation & Grades provides HR professionals with essential tools to design, analyze, and evaluate jobs accurately. This course focuses on creating detailed job descriptions, developing fair grading systems, and linking them to organizational goals and compensation structures. Participants will learn modern methods of job analysis, job evaluation, and grading to ensure internal equity and compliance with best HR practices.

Objectives

- Understand the principles and importance of job analysis and job evaluation.
- Learn to develop comprehensive and accurate job descriptions.
- Apply various job evaluation methods (point factor, ranking, classification, etc.).
- Design equitable and transparent job grading and pay structures.
- Link job grades to performance management and compensation systems.
- Ensure internal equity and external competitiveness in job structures.

Why Attend

- Gain practical knowledge to build effective job frameworks.
- Learn to maintain fairness and consistency in employee roles and pay.
- Improve your HR department's efficiency and transparency.
- Strengthen your organization's reward and performance systems.

Target Audience

- HR professionals, HR managers, and HR business partners.
- Compensation & Benefits specialists.
- Organizational development and workforce planning professionals.
- Consultants involved in HR structure and design.

Individual Benefits

- Master job analysis techniques and frameworks.
- Learn to create professional job descriptions and specifications.
- Gain confidence in applying job evaluation tools.
- Enhance your career as a skilled HR and C&B professional.

Organizational Benefits

- Establish fair, consistent, and well-structured job frameworks.
- Improve alignment between job roles, grades, and compensation.
- Increase transparency and employee satisfaction.
- Support better workforce planning and talent management decisions.

Instructional Methodology

- Instructor-led sessions with practical demonstrations.
- Hands-on exercises for job analysis and evaluation.
- Case studies from real organizational structures.
- Group discussions and peer reviews.
- Templates and tools for immediate workplace application.

Course Outline

01 .Introduction to Job Analysis and Evaluation

- Importance and objectives of job analysis.
- Key concepts: job, position, role, grade, and structure.

02. Conducting Job Analysis

- Methods: interviews, questionnaires, observation, and documentation.
- Collecting and interpreting job data.

03. Developing Job Descriptions & Specifications

- Writing clear job purpose, duties, and responsibilities.
- Defining qualifications, competencies, and KPIs.
- Aligning job descriptions with organizational strategy.

04. Job Evaluation Methods

- Ranking, classification, point factor, and factor comparison methods.
- Selecting and applying appropriate evaluation methods.
- Ensuring internal equity and consistency.

05. Designing Job Grades and Pay Structures

- Linking grades with compensation and benefits.
- Creating and maintaining grade structures.
- Managing job reclassification and role changes.

06. Implementation and Communication

- Integrating job evaluation with HR systems.
- Communicating results effectively across the organization.
- Managing change and employee expectations.

07. Practical Workshop & Case Studies

- Developing real job descriptions and evaluation examples.
- Analyzing grading and pay structure scenarios.

Certification

Participants who successfully complete the program will receive the Certificate in Job Analysis & Descriptions, Job Evaluation & Grades, recognizing their expertise in designing equitable and effective job structures.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

In-House / Customized Training

Interested in running this course for your team?

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