

Job Analysis, Description, Evaluation, and Grading

From Analysis to Description, Evaluation and Grading of jobs; learn what is needed to analyse and evaluate jobs and apply the results to design, develop and maintain a pay and grading structure for your organization.

COURSE OVERVIEW

This workshop 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.

From Analysis to Description, Evaluation and Grading of jobs; this highly interactive workshop provides the practical tools and approaches you need to apply a variety of techniques to analyse and evaluate jobs and apply the results to design and develop a pay and grading structure. It is packed with case studies and critical insights and is delivered by world-class consultant and trainer, Mostafa Azzam, recognized as one of the 'Top 100 Most Talent Global L&D Leaders in 2020,' one of the 'Top 50 Global HR Thought Leaders to Follow in 2022,' and one of the 'Top 60 Global HR Analytics and HR Tech Influencers for 2022,' and one of the 'Top 5 HR Influencers Shaping the Future of HR in the UAE'.

WHO SHOULD ATTEND

- HR Professionals who have responsibility for influencing compensation policy and structures within their organisations
- HR Professionals who need to understand more about pay and grading structures and how they are designed and implemented
- Line Managers 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

By the end of this intensive learning journey, you should be able to:

- **Explain** the role and importance of compensation and rewards management in attracting, retaining and motivating talent
- **Apply** the principles and best practices of compensation and rewards management to create a fair, competitive and transparent pay structure
- **Differentiate** between various types of rewards, such as base pay, variable pay, equity-based compensation, benefits and non-monetary rewards
- **Link** rewards to performance, value creation and business strategy
- **Apply** a systematic and structured Job Contextual Analysis framework to create a value-based compensation structure
- **Develop** a total rewards strategy that integrates all aspects of compensation and rewards into a coherent and consistent framework
- **Implement and communicate** your compensation and rewards policy

COURSE METHODOLOGY

In this course, we employ a well-balanced approach that combines PowerPoint presentations, interactive facilitated discussions, real-world case studies, individual exercises, and collaborative group-based activities. This dynamic approach ensures the direct transfer of essential skills, relevant practical experiences, and valuable information to the participants.

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Talent



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