



HARNESS THE POWER
OF KNOWLEDGE

Unveiling Job Worth: Mastering Job Evaluation & Analysis

TRAIN



Introduction:

In today's competitive job market, establishing a fair and objective compensation structure is crucial for attracting and retaining top talent. This comprehensive 5-day training program, delivered by Global Business Minds, equips HR professionals, compensation specialists, and line managers with the essential knowledge and skills to conduct effective job evaluations and analyses.

Learn to systematically assess job requirements, determine relative job worth, and develop a compensation structure that aligns with internal equity and external market competitiveness.

Program Goals:

- Develop a comprehensive understanding of the concept and importance of job evaluation in compensation management
- Master the principles and methods of conducting thorough and objective job evaluations
- Gain proficiency in various job evaluation techniques, including factor comparison and point-factor methods
- Learn to collect, analyze, and interpret data essential for job evaluation
- Develop the skills to write clear, concise, and legally compliant job descriptions
- Master the process of creating a fair and internally equitable compensation structure
- Gain insights into conducting market analysis to ensure external competitiveness
- Learn to effectively communicate job evaluation results to stakeholders within the organization
- Develop strategies for maintaining a reliable and up-to-date job evaluation system

Training Agenda:**Day 1: The Foundation of Job Evaluation and Compensation Management:**

- Understanding the role of job evaluation in establishing a fair and competitive compensation structure
- Exploring different job evaluation methods (factor comparison, point-factor) and their applications
- Learning about legal considerations and ensuring compliance with relevant regulations

Day 2: Conducting Effective Job Analysis:

- Mastering the job analysis process: gathering data through job interviews, observation, and task analysis
- Developing clear and concise job descriptions that accurately reflect job requirements and responsibilities
- Learning to identify and distinguish essential vs non-essential job functions

Day 3: Applying Job Evaluation Techniques:

- In-depth exploration of the factor comparison method and its application in job evaluation
- Mastering the point-factor method, including assigning points to job factors and weighting them appropriately
- Applying job evaluation techniques to real-world scenarios with hands-on exercises and case studies

Day 4: Building a Compensation Structure:

- Understanding the components of a comprehensive compensation structure (base pay, benefits, bonuses)
- Learning to conduct market analysis to determine externally competitive pay rates
- Developing a compensation structure that is internally equitable and externally competitive

Day 5: Maintaining a Reliable Job Evaluation System:

- Learning to communicate job evaluation results effectively to stakeholders within the organization
- Developing strategies for maintaining the accuracy and relevance of the job evaluation system over time
- Exploring best practices for conducting job audits and updating job descriptions to reflect changes

Target Audience:

This program caters to a diverse audience, including:

- HR professionals and compensation specialists seeking to develop expertise in job evaluation
- Line managers involved in the compensation decision-making process
- Business leaders interested in understanding the role of job evaluation in compensation management
- Anyone interested in learning how to design and implement a fair and effective compensation structure

By participating in this intensive program, you'll gain the comprehensive knowledge and practical skills to conduct thorough job evaluations, develop a compensation structure that is both internally equitable and externally competitive, and contribute to a fair and rewarding work environment for your organization's employees.