Tel No:+97126654546 | FaxNo:+97126654182 | Email: training@cmc-me.com | www.cmc-me.com



HM099:
Job Analysis and Evaluation

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Training Description:

Any HR professional would agree about the pervasiveness of the job description as a fundamental tool omnipresent in each and every HR process. Writing a job description is both an art and a technique. In this course, 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.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Apply the basic principles of job analysis and evaluation
- ✓ Prepare comprehensive job analysis interviews
- ✓ Write clear job descriptions based on thorough job analysis
- ✓ Defend the importance of job evaluation as a tool to guarantee 'internal consistency' and fairness
- ✓ Justify the importance of the effective administration of job evaluation systems
- ✓ Assess the job evaluation options available and make informed decisions on which job evaluation system to use and why

Training Designed for:

The target audience for this course includes HR officers, HR specialists and team leaders, as well as HR managers and HR business partners who want to sharpen their skills of job analysis, job description and evaluation.

Target Competencies

- Working with people
- Relating and networking
- Presenting and communicating
- Applying expertise and technology
- Persuading and influencing
- Analytical thinking
- Following instructions and procedures
- Business writing

Training Program:

DAY ONE:

- ❖ Introduction and overview
  - Organizations pay for jobs, not for individuals
  - Job analysis and evaluation as part of a comprehensive compensation system
  - The pervasiveness of the job description

DAY TWO:

- ❖ Conducting job analysis
  - Uses of job analysis
  - Job analysis methods
  - Job analysis process
  - Job analysis guidelines
  - Dos and don'ts of job analysis interviews
  - Practical

DAY THREE:

- Writing job descriptions
  - Organizational responsibilities
  - Writing the job description with the job evaluation system in mind
  - The key result areas approach for writing job descriptions
  - The language and format of job descriptions
  - The ultimate test for the effectiveness of the job description
  - Practical

DAY FOUR:

- An overview of job evaluation
  - Job evaluation defined
  - Job evaluation and internal consistency
  - The objectives of job evaluation
- Job evaluation methods
  - Job evaluation methods: choosing the one for you
  - Simple ranking
  - Grade classification
  - Factor points systems
  - The main factor points systems
  - Choice of system

DAY FIVE:

- Administration and maintenance
  - Importance of job descriptions
  - Job evaluation policy
  - Confidentiality in job evaluation
  - The job evaluation process
  - Administration and procedures
  - Managing job evaluation through the committee process
  - Importance of communication in job evaluation
- Course Conclusion
- POST-ASSESSMENT and EVALUATION

Training Requirement:

"**Hand's on practical sessions, equipment** and **software** will be applied during the course if required and as per the client's request".

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

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Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:
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