

Job Analysis & Evaluation

Duration: 5 Days

Language: en

Course Code: PH1-105

Objective

Upon completion of this course, participants will be able to:

- Understand the importance of creating desirable job roles to attract the right people.
- Understand what motivates employees.
- Engage employees using development techniques.
- Relate job profiles and compare them with competitors to align them with the right salary.
- Design job roles and understand the difference between monetary and non-monetary

rewards.

- Develop competencies and progression prospects from new and existing employees.
- Explore performance management techniques to drive up job satisfaction.
- Ensure great attrition rates by offering meaningful employee benefits.
- Grade a job based on the requirements, skills, and knowledge provided.

Audience

This course is designed to develop the knowledge and understanding of anyone involved in designing new job roles or creating rewards and benefits-based systems. However, it would be most beneficial for:

- Business Owners
- Managing Directors
- Operations Managers
- HR Professionals
- Hiring Managers
- Recruitment Personnel
- Team Leaders
- Supervisors
- Chief Operating Officers

Training Methodology

This course uses a range of adult learning styles to help with information retention. Participants will be presented with real-world case studies to understand the difference between effective and non-effective job role creation.
They'll conduct group discussions and seminars based on ideas of motivation and engagement and create strategic job evaluations to understand where value could be added to existing roles.

Summary

The key to any successful business is ensuring that your employees are motivated and fulfilled in their roles and that their rewards and recognition reflect their work.

Evaluating job descriptions and roles will help analyse an adequate salary for each role and gauge meaningful and rewarding tasks contributing to job satisfaction and minimal attrition. Proper job analysis also helps businesses determine grading structures to encourage workplace progression and develop compensation systems to apply to pay structures to reward employees for their hard work, long-term service, and dedication.

Course Content & Outline

Section 1: What Do Job Analysis & Job Evaluations Mean?

- What is a Job Evaluation?
- Your objectives when analysing a job role.
- Strategic analysis.
- Aims and achievements review.
- Your current process and results.
- Job evaluation terminology.

Section 2: Analysing Your Job Roles

- Ranking your job roles based on knowledge and experience.
- Grading classifications.
- Factor point comparisons and how to use them.
- Choosing a system to compare benefits vs. skills.
- Job evaluation guidelines.
- HR’s role in job role analysis.

Section 3: Adding Value

- Motivation and engagement put into practice.
- What does job satisfaction mean to different people?
- Behavioural competencies against grading.
- Managing performance to increase motivation.
- Benchmarking jobs effectively.
- Bonuses, TOIL, and holiday entitlement.
- Health care schemes.

Section 4: Operational Changes & Budgeting for Extras

- Does salary really matter?
- Conducting an interview based on a job role analysis to find the perfect candidate.
- Defining your limits and budgets.
- How to be creative with motivation techniques on a tight budget.
- Can you afford to promote?

- Incremental pay patterns to speed up progression.

Section 5: Factor Point Systems

- Understanding factor point systems.
- Regional factor points and their meanings.
- The Meirc Jb Evaluation Method.
- The Hay Guide Chart.
- Creating a computerised system and storing data for analysis.
- Innovative ways to celebrate successes and movement.

Section 6: Maintaining Your Level of Engagement

- Your job evaluation policy.
- Confidentiality and record keeping.
- How to change the benefits and engagement factors within a job role.
- Communicating changes and understanding employee concerns.
- Motivating from the start with recruitment.
- Create a strategic framework for grade change appeals to decide when they are feasible.

Section 7: Monitoring Your Successes

- Implementing your new structure and communication methods.
- Finding errors in job evaluation and putting them right.
- Identifying key areas of evaluation and carrying them forward.
- Feedback and success factors.
- What does success mean at each level of the business?
- Lessons learned and moving forward.
- Generating new motivation and engagement for old job roles.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD

Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Human Resources Management (HRM), Management & Leadership

Tags

Job Analysis, Job Evaluation

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