€TRAINING

Conference on Job Evaluation and Analysis

15 - 19 September 2024
Online

Conference on Job Evaluation and Analysis

REF: C631 DATE: 15 - 19 September 2024 Venue: Online - Fee: 2250 Euro

Introduction:

This conference is designed to provide participants with in-depth knowledge of job evaluation and analysis techniques, essential for establishing fair compensation systems, defining roles, and aligning job responsibilities with organizational goals. It empowers participants to make informed decisions in job structure, workforce planning, and talent management.

Conference Objectives:

By the end of this conference, participants will be able to:

- Understand the principles and methodologies of job evaluation and analysis.

- Develop job descriptions based on comprehensive job analysis.

- Implement job evaluation systems that ensure fairness and consistency.

- Align job roles with organizational strategy and goals.

- Utilize job evaluation data for effective compensation planning and workforce management.

Targeted Audience:

- HR Managers.

- Compensation and Benefits Specialists.

- Talent Management Professionals.

- Organizational Development Leaders.

- HR Analysts.

Conference Outline:

Unit 1:

Fundamentals of Job Evaluation and Analysis:

- Introduction to job evaluation and job analysis: definitions and key concepts.

- The importance of job evaluation in organizational structure and compensation.

- Understanding the different types of job evaluation methods.

- The role of job analysis in developing clear job descriptions.

- The relationship between job evaluation and employee performance management.

Unit 2:

Job Analysis Techniques:

- Methods for collecting job analysis data interviews, questionnaires, and observations.

- Identifying essential job functions, skills, and competencies.

- Writing accurate job descriptions based on job analysis findings.

- Analyzing job roles for new or evolving positions.

- Using job analysis to identify skill gaps and training needs.

Unit 3:

Job Evaluation Methods:

- Overview of popular job evaluation methods: ranking, classification, and point-factor systems.

- Implementing a point-factor system for objective job evaluation.

- Ensuring fairness and consistency in job evaluation outcomes.

- Creating job grading systems to categorize roles effectively.

- How job evaluation influences pay structures and employee retention.

Unit 4:

Aligning Job Roles with Business Strategy:

- Connecting job roles and responsibilities with organizational goals.

- Using job evaluation data for organizational workforce planning.

- Adapting job roles to support business growth and changing market demands.

- Developing career pathways and succession plans based on job evaluations.

- Communicating job evaluation outcomes to enhance employee understanding.

Unit 5:

Using Job Evaluation Data for Decision-Making:

- Applying job evaluation data to determine fair and equitable compensation.

- Using job analysis data for recruitment and selection processes.

- Enhancing talent development programs with insights from job evaluations.

- Integrating job evaluation systems with performance management tools.

- Monitoring and reviewing job evaluation processes for continuous improvement.