



AFRICAN ADVANCED LEVEL TELECOMMUNICATIONS INSTITUTE (AFRALTI)

TRAINING WORKSHOP OUTLINE

Title:	HR – Job Evaluation
Dates:	26 th -27 th November 2018
Duration:	2 Days

Course Overview:

Job evaluation is the systematic and objective process of comparing one job to another within an organisation to arrive at different job levels. It does so without looking at individual characteristics, personality or performance. Individual abilities and efforts may be taken into account and reflected in the employee's earnings, but this is entirely different from the grading of the job. Job evaluation grades the job, not the person. Neither individual effort nor labour market conditions are taken into account when conducting the grading. A job evaluation system enables the equitable distribution of wages and salaries, rewarding each employee for the position that they hold and their duties and responsibilities.

Target Audience:

This training course is designed for everyone who requires an appreciation or an in-depth knowledge of writing job profiles and job descriptions, and/or an understanding of how to implement a job evaluation scheme and develop grade structures underpinned by professional job analysis and job evaluation techniques. This includes staff in all areas of HR, as well as specialists who focus on compensation and benefits, and reward

Pre-requisite/s:

HR Professional

Value Proposition:

Participants will be able to undertake through job evaluation, create clear organizational structures, standardization, clarity and uniformity in salary structures boosting morale of employees, save on outsourcing costs,

Methodology:

Our Training Approach offers a balance of lecture and hands-on exercises to equip participants with the knowledge, skills, and abilities needed to perform the target HR activities on the job. Instructors provide personalized attention and constructive feedback for all participants during training exercises. Instructors share personal experiences and best practices and encourage participants to discuss their own experiences. Finally, in addition to classroom instruction, participants receive printed training materials and job aids.

Workshop Objectives:

The course will cover the underpinning principles of Job Evaluation and create a level of understanding that will enable delegates to apply a number of different job evaluation methods including analytical and non-analytical approaches. Participants will also learn to learn how job evaluation links with pay and grading systems and how to turn job evaluation outcomes into appropriate and robust pay and grading systems.

Workshop Learning Outcomes:

This course presents the fundamentals of variable pay. The course focuses on compensation strategy and variable pay, definitions and the design and implementation of incentive, recognition and bonus plans.

Workshop Contents/Topics:

- Job Profiling (including how-to)
- Job Evaluation definitions and methodologies
- Role of Job Evaluation Committee
- Overview of Job Evaluation methodologies with a particular focus on grading systems
- Practical training

For more information, please contact us on

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