

JOB EVALUATION 2 DAY WORKSHOP

Job Evaluation is a systematic way of determining the value/worth of a job in relation to other jobs in an organisation. Our **accredited** Job Evaluation workshop is typically attended by those that require both theoretical and practical understanding of the Paterson method. By completing this workshop, you will be able to conduct consistent and accurate job evaluations.

Job Evaluation is useful in that it:

- Indicates the relative 'size' or 'weight' of a job;
- Looks at the demands, complexity, responsibility, and competencies required and not the individual;
- Provides a basis for designing an equitable pay structure (internal and external equity);
- Provides a defensible framework for pay differentiation (Equal Pay for Work of Equal Value Legislation);
- Observes grading rules, therefore eliminates potential subjectivity.

The objective of this 2 day workshop is to ensure that delegates are able to successfully and consistently grade roles.

Why Paterson methodology is used as a basis:

- Easy to understand, communicate and implement;
- Accepted by unions as an effective system;
- Aids defensible remuneration decision making;
- Cross-correlates to other systems;
- Recognised by the International Labour Organisation and more.

WORKSHOP CONTENT:

- Why, definition & background;
- Key principles & concepts;
- Equal Pay for Work of Equal Value;
- Benefits of grading;
- Link to market data;
- The importance of good Job Profiles;
- Establishing a Committee;
- Web-based systems.

Paterson factors & rules:

- Banding;
- Sub-banding (Lower, Middle, and Upper);
- Sub-grading (1- 5).

QuikEval

Our web-based system will provide the basis for demonstration of a web-based job evaluation system.

ACCREDITED
THROUGH



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+27 11 026 3442
events@emergencegrowth.com
www.emergencegrowth.com

JOB PROFILING 1 DAY WORKSHOP

Job profiles are the foundation of most HR management processes and decision-making.

Job Profiling - Accurate work design for both current and future roles is essential to creating a structure that can achieve organisational objectives. Our accredited 1-day Job Profiling workshop ensures that you can skilfully and consistently develop accurate job profiles that support all HR processes. This accredited **workshop** is both theoretical and practical, and is typically attended by anyone that reviews, develops, or interprets the various elements of organisational development.

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Delegates will gain practical experience in developing and validating job profiles as well as a guided understanding of the methodology, logic and process of job profiling. In addition, we will provide insight regarding the components of a good job profile template.

Job profiles include (but are not limited to):

- | | |
|----------------------------------|-----------------------------|
| Recruitment and selection; | Job evaluation; |
| Role orientation; | Performance management; |
| Training and skills development; | Remuneration/ Compensation; |
| Supervision requirements; | Labour relations. |

Understanding and Scope:

- Why, definition and background;
- Key principles, concepts and terminology;
- Equal Pay for Work of Equal Value;
- Benefits of job profiling;
- Job profile template development;
- Uses of job profiles;
- Web-based system.

Technical Content:

- Who is involved in the Job Profile process;
- Preparation of the profiler and the incumbent in the role;
- Conducting interviews;
- Writing a Job profile;
- Alignment of profiles to the approved organisational structure and strategy.

QuikProfiler

Our web-based system will provide the basis for demonstration of a web-based job profiling system.

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