

1 DAY WORKSHOP – JOB PROFILING

Job profiles are the foundation of most HR management processes and decision making. Our practical 1 day Job Profiling workshop is typically attended by those that require an understanding of the job profiling process. Delegates may include Human Resources staff, administrative staff and anyone that works with/amends job profiles. The objective of this workshop is to ensure that delegates are able to successfully and consistently write accurate job profiles that are able to support all the related HR processes within their organisation.

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. Making use of sample roles and case studies, delegates will be asked to participate in discussion and debate, thereby demonstrating common understanding and application of the job profiling guidelines. In addition, we will provide insight regarding the components of a good job profile template.



WORKSHOP CONTENT

Understanding and Scope:

- ▶ Why, definition and background;
- ▶ Key principles, concepts and terminology;
- ▶ Legislative context (Equal Pay for Work of Equal Value);
- ▶ Benefits of job profiling; and more.

Technical Content:

- ▶ Who is involved in the Job Profile process;
- ▶ Preparation of the profiler;
- ▶ Preparation of the incumbent in the role;
- ▶ Conducting the interview;
- ▶ Writing up the Job Profile;
- ▶ Alignment of profiles to the approved organisational structure and strategy;
- ▶ Checking and obtaining commitment; and
- ▶ Obtaining signoff of completed profiles.



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

Accredited by



Accredited through SABPP as
a skills development programme

Enquire Now!

For more +27 11 026 3442 or events@emergencegrowth.com

2 DAY WORKSHOP – JOB EVALUATION

Job evaluation is the systematic process of determining the worth of one job in relation to that of other jobs in an organisation. Job Evaluation is useful in that it:

- ▶ Indicates the relative 'size' or 'weight' of a job;
- ▶ Does not look at the volume of work assigned to a person but rather the demands, complexity, responsibility and competencies required;
- ▶ 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); and
- ▶ 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 within a company.

Approximately 75% of organisations across Southern Africa use Paterson as their primary Job Evaluation methodology. Reasons for this include:

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



WORKSHOP CONTENT

Context:

- ▶ Why, definition and background;
- ▶ Key principles and concepts;
- ▶ Web-based systems;
- ▶ Link to market data; and more.

Job Evaluation Committees:

- ▶ Establishing a Job Evaluation Committee;
- ▶ Terms of reference; and more.

Paterson Job Evaluation Factors and Rules:

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

The “Stage 1 – Stage 2” Concept; and The practical application of carrying out Paterson Job Evaluations.



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



Accredited by



Accredited through SABPP as a skills development programme

Enquire Now!

For more +27 11 026 3442
or events@emergencegrowth.com