

Job Profiling & Job Evaluation Done Right – a Practical Approach

1 Day Course

Module 1: Essentials of Job Profiling

- Understanding related terminology.
- Does a job profile still serve a purpose in a new world of work?
- The use of a Job Profile in other HR processes and activities.
- The structure of a job profile.
- How does the job profile differ from a performance contract?
- The elements of a job profile

Module 2: Action Learning – Writing a Job Profile

- Process
- Adding business value
- Sources of information
- Asking critical questions
- Approval and record keeping
- Regular review and updates

Module 3: Essentials of Job Evaluation

- What is job evaluation?
- Understanding related terminology.
- Job evaluation and other HR processes and activities.
- Principles and guidelines of job evaluation
- Governance
- Job evaluation methodologies

Module 4: Diving Deep: The Paterson Methodology

- Understanding the Paterson Methodology

Module 5: Action Learning – Evaluating using the Paterson Methodology

- Step-by-step application

Module 6: Emerging Trends in Job Profiling and Job Evaluation

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Purpose of the course:

To equip attendees with the essentials of job profiling and job evaluation, blending theoretical insights with hands-on exercises.

Course outcomes:

- **Proficiency in Terminology**
Participants will develop a solid understanding and command over job profiling and job evaluation terminology.
- **Understanding the Modern Relevance**
Gain insights into the importance and relevance of job profiles in today's rapidly evolving workforce and business landscape.
- **Integrated HR Knowledge**
Recognize how job profiling and job evaluation fit into wider HR processes
- **Strategic Information Gathering**
Understand how to source relevant information, ask the right questions, and ensure business value addition during the job profiling process.
- **Hands-on Profiling Skills**
Equip participants with practical skills to construct effective, comprehensive, and relevant job profiles.
- **Application of JE Principles**
Grasp the foundational principles, guidelines, and governance structures around job evaluation.
- **Specialized Methodological Knowledge**
Develop an understanding of the Paterson Methodology, its significance, and its step-by-step application.
- **Practical JE Skills**
Acquire hands-on experience in evaluating jobs using the Paterson methodology.
- **Peer Learning and Feedback**
Engage in action learning sessions, working on real-world scenarios, and benefit from group discussions and feedback.
- **Improved Decision-Making**
Empower participants to make informed decisions in their organizations regarding job roles, and evaluations.

The course will be useful for:

- Job Evaluation Committee members
- HR Practitioners / Consultants
- Organizational design and Remuneration professionals
- Supervisors / Line Managers
- Shop stewards

For further information contact:

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