

## **COURSE OVERVIEW HM0551** **Certified Job Evaluation**

### **Course Title**

Certified Job Evaluation

### **Course Date/Venue**

Session 1: September 28-October 02,  
2025/Meeting Plus 9, City Centre  
Rotana, Doha, Qatar

Session 2: December 21-25, 2025/Tamra  
Meeting Room, Al Bandar Rotana  
Creek, Dubai, UAE



### **Course Reference**

HM0551

### **Course Duration/Credits**

Five days/3.0 CEUs/30 PDHs

### **Course Description**



***This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.***



This course is designed to provide participants with a detailed and up-to-date overview of Certified Job Evaluation. It covers the importance of job evaluation in HR strategy and the various types of job evaluation systems; the job evaluation, analysis, evaluation objectives and stakeholders; the types of job evaluation methods and ethical and legal considerations; the point-factor method, factor comparison method, Hay group method and job evaluation plan; the importance of market alignment, internal equity versus market competitiveness, data sources and market surveys; and interpreting and applying data.



Further, the course will also discuss the job description and specification review, ranking method, job classification/grading method and evaluating job families; building evaluation committees, creating pay grades and assigning salary ranges; the market pricing integration, pay equity and gender analysis; the total rewards strategy alignment and change management in job evaluation; and the job evaluation policy development.

During this interactive course, participants will learn the re-evaluation of jobs over time, global job evaluation considerations and multinational frameworks; localization versus standardization, currency and inflation issues and legal compliance by region; the job evaluation governance, oversight and accountability, internal audit procedures, continuous improvement and role of HR governance bodies; and the common pitfalls and how to avoid them covering inconsistent documentation, bias in scoring, lack of stakeholder engagement; and the misalignment with compensation.

### **Course Objectives**

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on job evaluation
- Discuss the importance of job evaluation in HR strategy and the various types of job evaluation systems
- Differentiate job evaluation and job analysis and discuss job evaluation objectives and stakeholders
- Identify the types of job evaluation methods including ethical and legal considerations
- Carryout point-factor method, factor comparison method, Hay group method and developing a job evaluation plan
- Explain the importance of market alignment, internal equity versus market competitiveness, data sources and market surveys and interpreting and applying data
- Carryout job description and specification review, ranking method, job classification/grading method and evaluating job families
- Build evaluation committees, create pay grades, assign salary ranges and apply market pricing integration
- Employ pay equity and gender analysis, total rewards strategy alignment, change management in job evaluation and job evaluation policy development
- Re-evaluate jobs over time and discuss global job evaluation considerations covering multinational frameworks, localization versus standardization, currency and inflation issues and legal compliance by region
- Discuss job evaluation governance covering oversight and accountability, internal audit procedures, continuous improvement and role of HR governance bodies
- Identify common pitfalls and how to avoid them comprising of inconsistent documentation, bias in scoring, lack of stakeholder engagement and misalignment with compensation

### **Exclusive Smart Training Kit - H-STK®**



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

### Who Should Attend

This course provides an overview of all significant aspects and considerations on job evaluation for those who are responsible for influencing compensation policy and structures within their organization and who need to understand more about pay and grading structures and how they are designed and implemented. This course is beneficial for management professionals who make compensation related decisions.

The course is also suitable HR professionals who advise senior managers on compensation issues, line professional's compensation, benefit specialists, senior management professionals and those who need to have a strategic understanding and view of employee compensation after job evaluation and analysis.

### Course Certificate(s)

- (1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Certificates are valid for 5 years.

**Recertification is FOC for a Lifetime.**

### Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-





- (2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

* Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology *				
 <p><b>Haward Technology Middle East</b> Continuing Professional Development (HTME-CPD)</p>				
		<b>CEU Official Transcript of Records</b>		
TOR Issuance Date:		14-Nov-24		
HTME No.		74851		
Participant Name:		Waleed Al Habeeb		
Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HM0551	Certified Job Evaluation	Nov 10-14, 2024	30	3.0
Total No. of CEU's Earned as of TOR Issuance Date				<b>3.0</b>
<p><b>TRUE COPY</b></p>  <b>Jaryl Castillo</b> Academic Director				
<p>Haward Technology has been approved as an Accredited Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2018 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2018 Standard.</p> <p>Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules &amp; regulations of the International Association for Continuing Education &amp; Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.</p>				
<p>Haward Technology is accredited by</p> <div style="display: flex; justify-content: space-around; align-items: center;">           </div>				
P.O. Box 26070, Abu Dhabi, United Arab Emirates   Tel.: +971 2 3091 714   E-mail: info@haward.org   Website: www.haward.org				
* Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology *				

### **Certificate Accreditations**

Haward's certificates are accredited by the following international accreditation organizations: -

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

### **Accommodation**

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

### **Course Instructor(s)**

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Mr. Eric Matthews** is a **Senior Management Consultant** with almost **30 years** of extensive experience. His expertise includes **Train the Trainer, Training Need Analysis, Training Evaluation, Experiential Learning, Training Approaches, Survey Skills, Interviewing Skills, Interpersonal Skills, Communication Skills, Negotiation Skills, Presentation Skills, Manager Skills, Supervisory & Management Skills, Counselling Skills, Leadership Skills, Customer Satisfaction, Coaching & Mentoring, Team Building, Survey Format & Design, Survey Data Auditing & Tabulation, Human Resource Management (HRM), Human Resource Development (HRD) Training, Quality Management System (QMS), Change Management, Project Management, Contract Management, Business Management, Time Management, Performance Management, Performance Appraisal, Managing Problem Situations & Dealing With Difficult People, Leading Multicultural Teams & Managing Diversity, Lean Thinking and Six Sigma, 360 Feedback Assessment, Strategic Leader, Strategic Decision Making and Creative Problem Solving & Decision Making.** Moreover, his experience includes Construction Safety (STOP), Process Safety Management (PSM), Risk Management, Marine Risk Assessment, ISO 14001 (2004) Lead Auditor, OSHA, SHEQ, Industrial Hygiene, Confined Space Entry, Fall Protection, Work Permit & First Aid, Forklift Operations, Accident & Incident Prevention, Site Inspection, HSE Leadership, Safety Attitude and Industrial Plant Safety as well as Pneumatic, Control Systems and Logic Boards. He is currently the **Managing Director of Ken Matthews & Associates Training Consultancy.** Further, he is a **Registered and Certified Trainer** where-in he is delivering various training and consultancy for trainers for so many years, an **Assessor, Moderator, Verifier and Program Designer & Developer** as well as an **Authorized Accreditation Advisor.**

During Mr. Matthews' career life, he has shared his knowledge and practical expertise through the continuous and numerous trainings internationally. He started his profession from various challenging positions such as the **Tooling Engineer, Mechanical Technician, Sea Going Engineer, Safety Officer, Senior Lecturer/Professor, College Mentorship Programme Head, Curriculum & Project Designer, Learning Material Developer, Management Consultant, Trainer & Assessor and Moderator & Verifier.**

Mr. Matthews has **Bachelor** degree in **Industrial & Organizational Psychology** with **Honours (Cum Laude).** Further, he is a **Certified Instructor/Trainer; a Certified Trainer/Assessor** by the **City & Guilds of London Institute;** a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM);** a **Registered SETA Assessor/Moderator/Skills Coach** and an active member of the **British Institute of Works Managers** and **British Institute of Personnel Managers** and delivered innumerable trainings, courses, seminars and workshops worldwide.

### Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

### Course Fee

Doha	<b>US\$ 6,000</b> per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Dubai	<b>US\$ 5,500</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

### Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the workshop for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

#### **Day 1**

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	<b>PRE-TEST</b>
0830 – 0930	<b>Introduction to Job Evaluation</b> Definition & Purpose • History & Evolution • Importance in HR Strategy • Types of Job Evaluation Systems
0930 – 0945	Break
0945 – 1030	<b>Job Evaluation versus Job Analysis</b> Definition of Job Analysis • Key Differences & Relationships • Data Collection Techniques • Role of Job Descriptions
1030 – 1130	<b>Job Evaluation Objectives</b> Ensuring Internal Equity • Supporting Compensation Structures • Role in Talent Management • Compliance with Legal Frameworks
1130 – 1215	<b>Job Evaluation Stakeholders</b> Role of HR Professionals • Involvement of Line Managers • Employee Expectations • Union & Legal Considerations
1215 – 1230	Break
1230 – 1330	<b>Types of Job Evaluation Methods</b> Non-Analytical versus Analytical Methods • Ranking Method Overview • Classification Method Overview • Point-Factor & Factor Comparison Overview



1330 – 1420	<b>Ethical &amp; Legal Considerations</b> Ensuring Fairness • Avoiding Discrimination • Transparency & Documentation • Legal Compliance in Different Jurisdictions
1420 – 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day One

## Day 2

0730 – 0830	<b>Point-Factor Method</b> Definition & Structure • Selecting Compensable Factors • Weighting & Scaling • Advantages & Limitations
0830 – 0930	<b>Factor Comparison Method</b> Concept & Steps • Key Benchmark Jobs • Assigning Monetary Values • Application Challenges
0930 – 0945	Break
0945 – 1100	<b>Hay Group Method</b> Overview & Principles • Know-How, Problem-Solving, Accountability • Scoring System • Industry Application Examples
1100 – 1215	<b>Developing a Job Evaluation Plan</b> Planning & Scoping • Identifying Roles & Responsibilities • Setting Timelines • Communication Strategies
1215 – 1230	Break
1230 – 1330	<b>Internal versus External Benchmarking</b> Importance of Market Alignment • Internal Equity versus Market Competitiveness • Data Sources & Market Surveys • Interpreting & Applying Data
1330 – 1420	<b>Job Description &amp; Specification Review</b> Elements of Effective Job Descriptions • Updating for Evaluation Readiness • Role Clarity & Duty Segmentation • Job Specification versus Description
1420 – 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Two

## Day 3

0730 – 0830	<b>Ranking Method</b> Simple Ranking Technique • Paired Comparison Approach • Pros & Cons • When to Use
0830 – 0930	<b>Job Classification/Grading Method</b> Developing Class Structures • Writing Grade Definitions • Matching Jobs to Grades • Managing Grey Areas
0930 – 0945	Break
0945 – 1100	<b>Evaluating Job Families</b> Grouping Similar Roles • Standardization Across Levels • Challenges in Technical versus Managerial Roles • Cross-Functional Consistency



1100 – 1215	<b>Building Evaluation Committees</b> <i>Committee Composition • Roles &amp; Responsibilities • Avoiding Bias • Training &amp; Calibration</i>
1215 – 1230	<i>Break</i>
1230 – 1330	<b>Job Evaluation Tools &amp; Software</b> <i>Overview of Popular Tools (e.g., Mercer, Korn Ferry) • Automating Scoring &amp; Documentation • Integration with HRIS • User Access &amp; Audit Trail</i>
1330 – 1420	<b>Practical Exercise: Evaluating Sample Jobs</b> <i>Distribute Sample Job Descriptions • Use Point-Factor Method to Evaluate • Group Discussion of Outcomes • Identify Discrepancies &amp; Reasons</i>
1420 – 1430	<b>Recap</b> <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	<i>Lunch &amp; End of Day Three</i>

#### Day 4

0730 – 0830	<b>From Job Evaluation to Pay Structure</b> <i>Creating Pay Grades • Assigning Salary Ranges • Role of Midpoint &amp; Spread • Market Pricing Integration</i>
0830 – 0930	<b>Pay Equity &amp; Gender Analysis</b> <i>Legal Framework for Pay Equity • Gender-Neutral Job Evaluation • Conducting Pay Audits • Reporting &amp; Corrective Actions</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<b>Total Rewards Strategy Alignment</b> <i>Incorporating Non-Financial Rewards • Career Pathing &amp; Skill Premiums • Internal Promotions &amp; Salary Progression • Role of Performance Metrics</i>
1100 – 1215	<b>Change Management in Job Evaluation</b> <i>Communicating Changes • Managing Resistance • Phased Implementation • Stakeholder Engagement</i>
1215 – 1230	<i>Break</i>
1230 – 1330	<b>Job Evaluation Policy Development</b> <i>Drafting Guidelines • Roles &amp; Responsibilities • Frequency of Review • Appeals &amp; Review Process</i>
1330 – 1420	<b>Case Study Analysis</b> <i>Real-World Job Evaluation Implementation • Challenges Encountered • Successes &amp; Lessons Learned • Group Presentation on Findings</i>
1420 – 1430	<b>Recap</b> <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	<i>Lunch &amp; End of Day Four</i>

#### Day 5

0730 – 0930	<b>Re-Evaluating Jobs Over Time</b> <i>Triggers for Re-Evaluation • Impact of Organizational Change • Adapting to New Technologies • Documentation &amp; Transparency</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<b>Global Job Evaluation Considerations</b> <i>Multinational Frameworks • Localization versus Standardization • Currency &amp; Inflation Issues • Legal Compliance by Region</i>

1100 – 1215	<b>Job Evaluation Governance</b> <i>Oversight &amp; Accountability • Internal Audit Procedures • Continuous Improvement • Role of HR Governance Bodies</i>
1215 – 1230	<b>Break</b>
1230 - 1300	<b>Common Pitfalls &amp; How to Avoid Them</b> <i>Inconsistent Documentation • Bias in Scoring • Lack of Stakeholder Engagement • Misalignment with Compensation</i>
1300 - 1315	<b>Course Conclusion</b> <i>Using this Course Overview, the Instructor(s) will Brief Participants about Topics that were Covered During the Course</i>
1315 – 1415	<b>COMPETENCY EXAM</b>
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch &amp; End of Course</i>

### **Practical Sessions**

This practical and highly-interactive course includes real-life case studies and exercises:-



### **Course Coordinator**

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