Haward Technology Middle East

Job Evaluation

Course Title
Job Evaluation

Course Date/Venue
September 07-11, 2025/Palm 2 Meeting Room, Ramada by Wyndham Hotel Riyadh, Riyadh, KSA

Course Reference
HM0551

3.0 CEUs (30 PDHs) AWARD

H-STK© INCLUDED

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.

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.

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

US$ 7,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

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

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

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

- **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.

- **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.

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:

Dr. Chris Le Roux, PhD, MSc, BSc, PMI-PMP is a **Senior Human Resource & Management Consultant** with over **30 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of Strategic **Talent Management**, Talent Management **Succession Planning**, **Career Path** Planning & **Performance Management**, **Employee Engagement & Retention** Strategies, **Job Evaluation**, **Job Analysis**, **Job Classification**, Strategic **Recruitment, Interviewing & Selection**, Human Capital Asset Management, **Human Resource** Development, **Human Resource** Management, **Career** Development & Succession Planning Strategies, **HR Management** System, **Human Relation Skills & EQ Intelligence, Project Management**, **Project Delivery & Governance Framework**, **Project Management Systems**, **Project Management Practices**, **Project Management Disciplines**, **Project Risk Management Contract Management** & **Tendering**, **Tender Development**, **Contract Standards** & **Laws**, **Bidder Selection** & **Tender Evaluation**, **Dispute Resolution**, and **Risk Identification**. Further, he is also well-versed in **Integrated Security Systems**, **Incident Threat Characterization & Analysis**, **Physical Security Systems**, **Security Crisis**, **Security Emergency Plan**, **Command & Control System**, **Presentation Skills**, **Problem Solving & Decision Making**, **Preventive Actions**, **Situation Analysis**, **Crisis Management**, **Decision Making**, **Strategic Human Resources Management**, **Change Management**, **Organizational Development, Career Management**, **Situation & Behaviour Analysis**, Interpersonal Motivation, Leadership Orientation, **Coaching Skills**, **Negotiation Skills**, **Strategic Planning**, **Time Management**, **Risk Analysis & Risk Management**, **Stress Management**, **Inventory Management** and **Financial Administration**. He was the **Psychologist** & **Project Manager** wherein he was responsible in the project management and private psychology practices.

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director**, **Medico Legal Assessor Psychologist**, **Training & Development General Manager**, **Project Manager**, **Account Manager**, **Commercial Sales Manager**, **Manager**, **Sales Engineer**, **Project Specialist**, **Psychology Practitioner**, **Senior HR Consultant**, **Senior Lecturer**, **Senior Consultant/Trainer**, **Business Consultant**, **Assistant Chief Education Specialist**, **ASI Coordinator**, **Part-time Lecturer/Trainer**, **PMP & Scrum Trainer**, **Assessor & Moderator**, **Team Leader**, **Departmental Head**, **Technical Instructor/Qualifying Technician**, **Apprentice Electrician: Signals** and **Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD** in **Commerce Major** in **Leadership** in **Performance & Change**, a **Master's** degree in **Human Resource Management**, a **Bachelor's** degree (with Honours) in **Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional** (**PMI-PMP**), a **Certified Scrum Master Trainer** by the VMEdu, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**). Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator**, **Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

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:   **Sunday, 07th of September 2025**

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	**PRE-TEST**
0830 – 0930	***Introduction to Job Evaluation*** *Definition & Purpose • History & Evolution • Importance in HR Strategy • Types of Job Evaluation Systems*
0930 – 0945	*Break*
0945 – 1030	***Job Evaluation versus Job Analysis*** *Definition of Job Analysis • Key Differences & Relationships • Data Collection Techniques • Role of Job Descriptions*
1030 – 1130	***Job Evaluation Objectives*** *Ensuring Internal Equity • Supporting Compensation Structures • Role in Talent Management • Compliance with Legal Frameworks*
1130 – 1215	***Job Evaluation Stakeholders*** *Role of HR Professionals • Involvement of Line Managers • Employee Expectations • Union & Legal Considerations*
1215 – 1230	*Break*
1230 – 1330	***Types of Job Evaluation Methods*** *Non-Analytical versus Analytical Methods • Ranking Method Overview • Classification Method Overview • Point-Factor & Factor Comparison Overview*
1330 – 1420	***Ethical & Legal Considerations*** *Ensuring Fairness • Avoiding Discrimination • Transparency & Documentation • Legal Compliance in Different Jurisdictions*
1420 – 1430	***Recap*** *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:   **Monday, 08th of September 2025**

0730 – 0830	***Point-Factor Method*** *Definition & Structure • Selecting Compensable Factors • Weighting & Scaling • Advantages & Limitations*
0830 – 0930	***Factor Comparison Method*** *Concept & Steps • Key Benchmark Jobs • Assigning Monetary Values • Application Challenges*
0930 – 0945	*Break*
0945 – 1100	***Hay Group Method*** *Overview & Principles • Know-How, Problem-Solving, Accountability • Scoring System • Industry Application Examples*
1100 – 1215	***Developing a Job Evaluation Plan*** *Planning & Scoping • Identifying Roles & Responsibilities • Setting Timelines • Communication Strategies*
1215 – 1230	*Break*

1230 – 1330	**Internal versus External Benchmarking** *Importance of Market Alignment • Internal Equity versus Market Competitiveness • Data Sources & Market Surveys • Interpreting & Applying Data*
1330 – 1420	**Job Description & Specification Review** *Elements of Effective Job Descriptions • Updating for Evaluation Readiness • Role Clarity & Duty Segmentation • Job Specification versus Description*
1420 – 1430	**Recap** *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:   **Tuesday, 09th of September 2025**

0730 – 0830	**Ranking Method** *Simple Ranking Technique • Paired Comparison Approach • Pros & Cons • When to Use*
0830 – 0930	**Job Classification/Grading Method** *Developing Class Structures • Writing Grade Definitions • Matching Jobs to Grades • Managing Grey Areas*
0930 – 0945	*Break*
0945 – 1100	**Evaluating Job Families** *Grouping Similar Roles • Standardization Across Levels • Challenges in Technical versus Managerial Roles • Cross-Functional Consistency*
1100 – 1215	**Building Evaluation Committees** *Committee Composition • Roles & Responsibilities • Avoiding Bias • Training & Calibration*
1215 – 1230	*Break*
1230 – 1330	**Job Evaluation Tools & Software** *Overview of Popular Tools (e.g., Mercer, Korn Ferry) • Automating Scoring & Documentation • Integration with HRIS • User Access & Audit Trail*
1330 – 1420	**Practical Exercise: Evaluating Sample Jobs** *Distribute Sample Job Descriptions • Use Point-Factor Method to Evaluate • Group Discussion of Outcomes • Identify Discrepancies & Reasons*
1420 – 1430	**Recap** *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 Three*

Day 4:   **Wednesday, 10th of September 2025**

0730 – 0830	**From Job Evaluation to Pay Structure** *Creating Pay Grades • Assigning Salary Ranges • Role of Midpoint & Spread • Market Pricing Integration*
0830 – 0930	**Pay Equity & Gender Analysis** *Legal Framework for Pay Equity • Gender-Neutral Job Evaluation • Conducting Pay Audits • Reporting & Corrective Actions*
0930 – 0945	*Break*
0945 – 1100	**Total Rewards Strategy Alignment** *Incorporating Non-Financial Rewards • Career Pathing & Skill Premiums • Internal Promotions & Salary Progression • Role of Performance Metrics*

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1100 – 1215	**Change Management in Job Evaluation** *Communicating Changes • Managing Resistance • Phased Implementation •* *Stakeholder Engagement*
1215 – 1230	*Break*
1230 – 1330	**Job Evaluation Policy Development** *Drafting Guidelines • Roles & Responsibilities • Frequency of Review •* *Appeals & Review Process*
1330 – 1420	**Case Study Analysis** *Real-World Job Evaluation Implementation • Challenges Encountered •* *Successes & Lessons Learned • Group Presentation on Findings*
1420 – 1430	**Recap** *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 Four*

Day 5:   **Thursday, 11th of September 2025**

0730 – 0930	**Re-Evaluating Jobs Over Time** *Triggers for Re-Evaluation • Impact of Organizational Change • Adapting to* *New Technologies • Documentation & Transparency*
0930 – 0945	*Break*
0945 – 1100	**Global Job Evaluation Considerations** *Multinational Frameworks • Localization versus Standardization • Currency* *& Inflation Issues • Legal Compliance by Region*
1100 – 1215	**Job Evaluation Governance** *Oversight & Accountability • Internal Audit Procedures • Continuous* *Improvement • Role of HR Governance Bodies*
1215 – 1230	*Break*
1230 - 1345	**Common Pitfalls & How to Avoid Them** *Inconsistent Documentation • Bias in Scoring • Lack of Stakeholder* *Engagement • Misalignment with Compensation*
1345 - 1400	**Course Conclusion** *Using this Course Overview, the Instructor(s) will Brief Participants about t* *Topics that were Covered During the Course*
1400 – 1415	**POST-TEST**
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the "Mindview Software" and "Visio Software".

Mindview Software

Visio Software
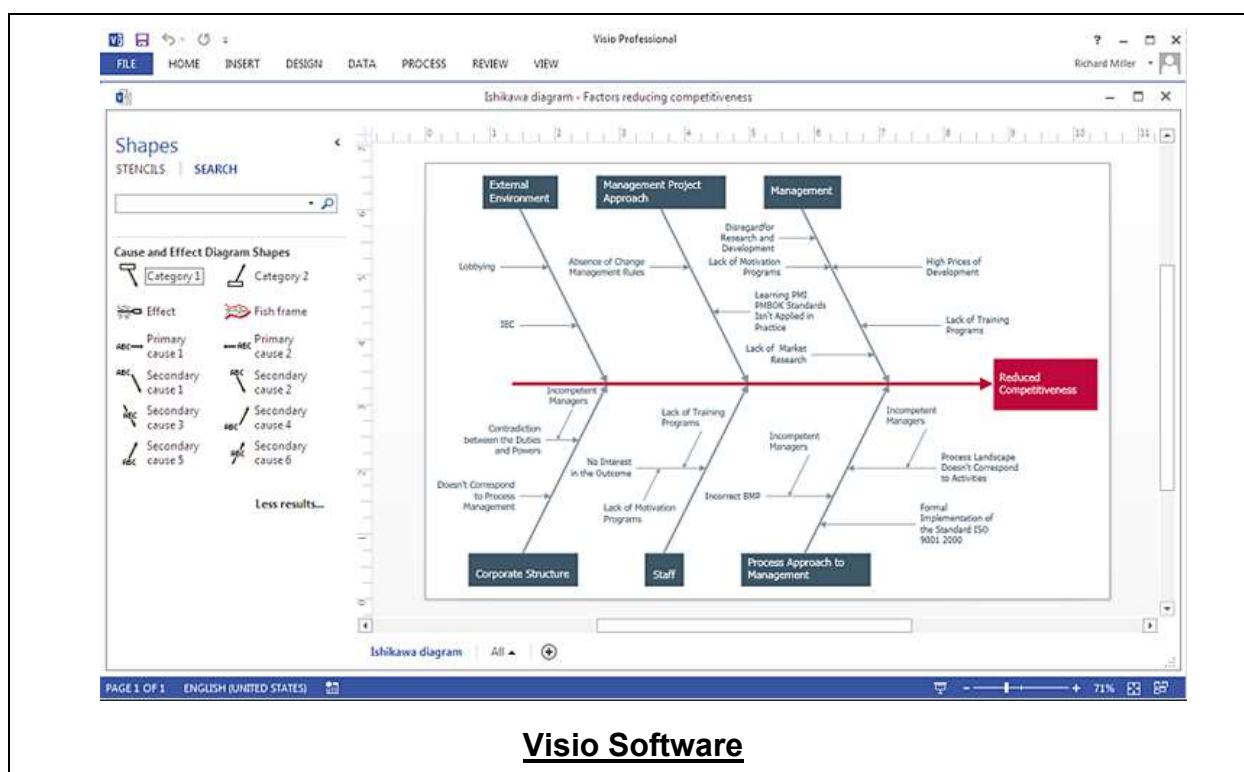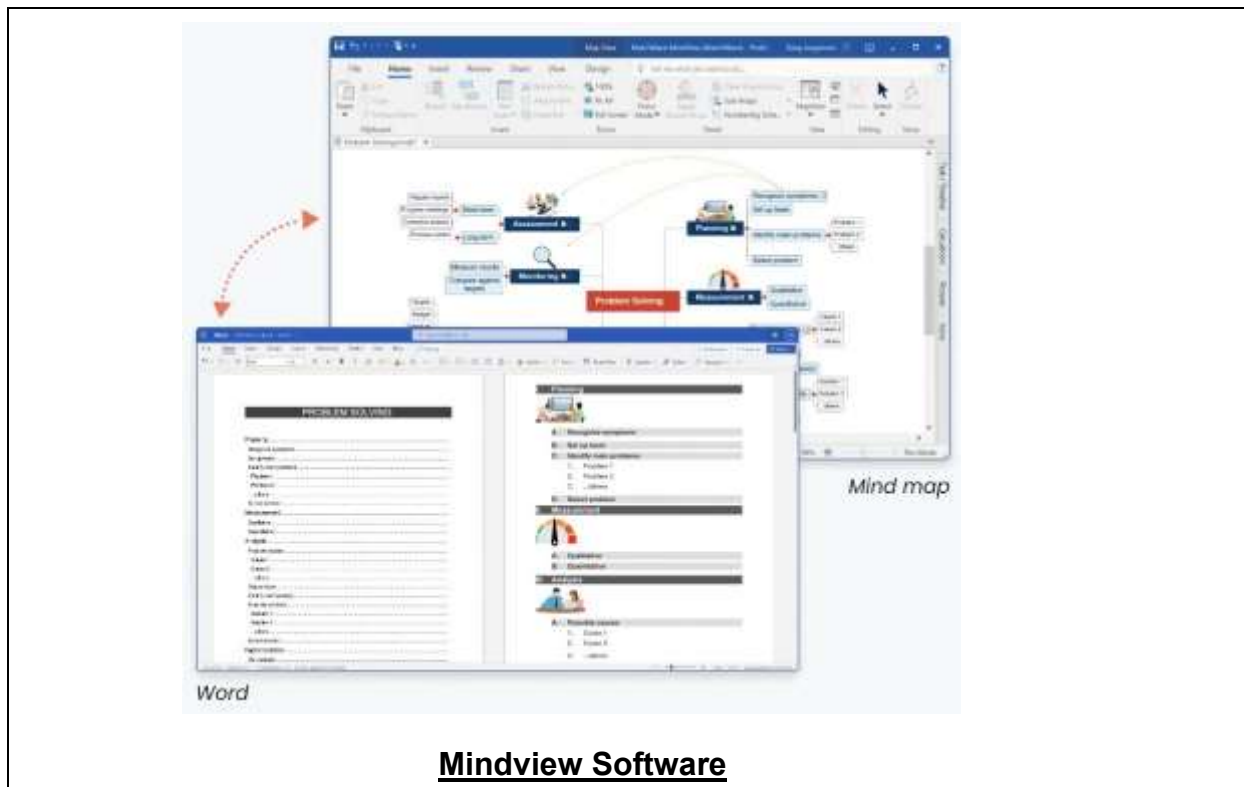
Course Coordinator

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