



(COURSE – M4)

Carrying Out A Job Evaluation & Classification Exercise

Introduction

Most Human Resource Personnel may not know the methodology of how jobs are graded or classified into grades unless they are directly involved in a third-party Job Evaluation exercise. This course will explain and assist participant to design and implement an internal grading system. Learn about career mapping options for management and technical positions. Learn concept and practical exercises. Using quantitative and non-quantitative method of job classification. Understanding job factors degree, weighted and job points.

Objectives

- to establish or restructure Job Grades using a few methods
- to plan and review career mapping and progression

Outline

- Job Evaluation - JE (What, When & Why)
- JE Process
- Types of JE Methods
- Internal Equity

JE Methodology

- Factor Point Rating
- Factor, Degree, Weightage and Rating
- Classification Approach

Designing a JE System

- Factors to consider
- Conducting JE / Grading
- Weightage

JA Analysis

Job Grading / Career Mapping Issues

Career Mapping and Progression

- Single Structure / Ladder
- Dual Structure / Ladder
- Multi-Structure

Carrying Out and Conducting a JE Exercise

| | |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mode | Combination of presentations and hands-on workshop (involve case studies and exercises) |
| Pre-requisites | Participants to bring own laptops or simple calculator |
| Target Audience | Compensation/rewards executive, payroll officers, HR practitioners, HR Managers |
| Duration | 2 days |
| Trainer (Brief Profile) | Mr. Ngo Tuan Siong An Engineer by training, he has been in the remuneration consultancy profession for more than 35 years. He has been a remuneration consultant for both multinational and local companies; mainly in the manufacturing and electronic industries. In the last 30 years, he has successfully trained C&B, remuneration and human resources practitioners in Malaysia and Singapore. A HRDC registered trainer in C&B / remuneration courses. |